

**Title:** Volunteer Radio Operator

**Position Type:** Volunteer

**Reports to:** Visitor Operations Manager

**Date Revised:** September 2026

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### **POSITION SUMMARY**

Bring the history of communications technology and the Cold War to life at the Diefenbunker: Canada's Cold War Museum. The Volunteer Radio Operator operates within the Diefenbunker's historic radio rooms as part of a live museum exhibit, using amateur radio equipment to engage visitors and demonstrate the role of radio communications during the Cold War. Radio Operators facilitate live communications with amateur radio operators locally and around the world, demonstrate radio equipment, and share their knowledge of radio technology, communications, and Cold War history with visitors. This position is ideal for someone with an amateur radio licence who enjoys radio operation, has an interest in communications technology and history, and enjoys engaging with the public.

### **PRINCIPAL DUTIES & RESPONSIBILITIES**

- Operate amateur radio equipment within the Diefenbunker's historic radio rooms as part of a live museum exhibit.
- Facilitate live radio communications with amateur radio operators locally and around the world.
- Demonstrate amateur radio equipment and explain its operation to visitors.
- Share information about radio communications technology, its development, and its role during the Cold War.
- Engage visitors through conversation, demonstrations, and interactive learning.
- Answer visitor questions about amateur radio, communications technology, and the Diefenbunker's radio rooms.
- Adapt explanations and demonstrations for visitors with varying levels of knowledge.
- Provide a welcoming and engaging visitor experience.
- Follow museum procedures and safety guidelines.
- Assist with other visitor engagement activities or museum operations as required.

### **POSITION REQUIREMENTS**

- Valid Canadian amateur radio licence.
- Strong communication and interpersonal skills.
- Ability to explain technical concepts clearly and accessibly.
- Friendly, approachable, and enthusiastic demeanor.
- Ability to engage with visitors of different ages, backgrounds, and technical knowledge.
- Ability to work independently while following museum procedures and direction.
- Be at least 18 years of age.
- Ability to obtain and maintain a Vulnerable Sector Police Check.
- Ability to commit to regular volunteer shifts, including a minimum of 4 hours a month.
- Willingness to complete a three-month probationary period to allow both the volunteer and the museum to determine whether the role is a good fit.

### **POSITION ASSETS**

- Advanced knowledge or experience in amateur radio operation.
- Experience with a variety of amateur radio equipment, technologies, or operating modes.
- Knowledge of radio communications history and technology.
- Knowledge of the Diefenbunker and/or Canadian Cold War history.
- Experience in public speaking, education, interpretation, or customer service.
- Experience demonstrating technical equipment or educating the public.
- Functional in both official languages.
- First Aid/CPR certification.

**WORKING CONDITIONS**

- Underground facility with no natural light.
- Standing and walking for extended periods.
- Regular interaction with visitors and groups.
- Work takes place primarily within the Diefenbunker's historic radio rooms.
- May involve extended periods of sitting or standing while operating radio equipment and engaging with visitors.

**HOW TO APPLY**

To apply, please fill out the volunteer application form on our website at [diefenbunker.ca/volunteer](https://diefenbunker.ca/volunteer).

Please note that there is no public transportation to the Diefenbunker from downtown Ottawa.