COMPETITION

CAREER OPPORTUNITIES:

Ingenium - Canada's Museums of Science and Innovation is currently seeking a dynamic individual to fill the position of:

COORDINATOR, EDUCATION AND INTERPRETATION

Reference Number: 2018/2019-CSTMC-056
Salary Range: $58,496.55 - $71,188.16   Level: 6
Employment Status: Term / Full-time  14 months
Language Requirements: Bilingual (CBC/CBC)
Security Requirement: Enhanced reliability
Position Number: 9775
Branch: Canada Science and Technology Museum

Who can apply? Ingenium - Canada's Museums of Science and Innovation employees

Summary of Duties:
Reporting to the Director, Visitor Experience, the Coordinator, Education and Interpretation is responsible for the development of educational content at the Canada Science and Technology Museum. This includes, but is not limited to, school programs, as well as web based educational resources and programs. The incumbent manages the planning, development, implementation, delivery and evaluation as well as the coordination of operational procedures for those programs. The Coordinator, Education and Interpretation plays a key role in the interviewing, selecting, training and evaluating staff delivering educational programs.

The standard weekly hours are: SWW 37.50 Hrs (5 days consecutive Mon. - Fri.)

Education and Experience:
As an ideal candidate, you hold a university or college degree, preferably in the Physical Sciences or Technology or:
- combination of formal education and experience;
- a Teacher’s degree or Master’s degree would be considered as an asset.

You also have experience in the following areas:
- three (3) to five (5) years of experience in developing interpretation/educational programming directly related to interpretation
in science centers or science museums;
- demonstrated experience in managing implementation and delivery of this program (this would include planning, training, evaluating and promoting the program).

RATED REQUIREMENTS

Knowledge:
- of trends in education and formal and informal learning;
- of program development in a museum or science center environment;
- of elementary and secondary school systems;
- of elementary and secondary science and technology curricula;
- of science and technology principles and current issues;
- of management practices, relating to personnel, planning and monitoring of programs;
- of computer tools such as word processing and spreadsheets and Powerpoint;
- of The Canada Science and Technology Museum as well as the science and technology research and education community at large.

Abilities:
- to think in non-traditional and novel ways about formal and informal science education in a museum setting
- to plan, organize, direct, schedule, implement and control a wide range of activities, several of them closely interrelated and/or interdependent;
- to develop partnerships with external groups, associations, school boards
- to work independently and on concurrent projects
- to demonstrate strong leadership and teamwork skills;
- strong decision-making capabilities;
- to give and receive feedback constructively and overcome blocks to interpersonal communications;
- to interact well with colleagues, superiors and clients and to elicit their collaboration;
- to work effectively under pressure;
- to communicate effectively, orally and in writing;
- to effectively represent the Corporation on local, provincial, national or international scenes.

Personal suitability:
Initiative and motivation
Effective interpersonal relations
Effective team player
Very good communicator
Creativity
Leadership skills
Excellent organizational skills
A high level of thoroughness and attention to details
Flexibility, adaptability
Tact and diplomacy
Persuasiveness
Integrity
Reliability

The CSTMC is committed to the principles of employment equity.

Résumés received for this position will not be accepted after the indicated closing time (midnight) and date.

Please note that only candidates who are selected for the next stage of this selection process will be contacted. As a result of this competition, we may establish an eligibility list that may serve to staff similar positions.

If you are interested in this opportunity, please forward your cover letter and curriculum vitae indicating the
reference number 2018/2019-CSTMC-056 in your email's Subject line, no later than the closing date to: competition@ingeniumcanada.org

Posting Date: May 18, 2018
Closing Date: June 1, 2018

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9775 - Coordinator, Education & Interpretation / Coordonnatrice, Éducation & interprétation