



# COMPETITION

## CAREER OPPORTUNITIES:

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

### **HOSTS-HOSTESSES, CANADA SCIENCE AND TECHNOLOGY MUSEUM (CSTM)**

**Reference Number:** 2018/2019-CSTMC-047

**Salary Range:** \$18.57 - \$22.60      **Level:** 1

**Employment Status:** Term / Part-time

**Language Requirements:** Bilingual (BBC/BBC)

**Security Requirement:** Enhanced reliability

**Position Number:** 9430

**Branch:** Canada Science and Technology Museum

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

#### **Summary of Duties:**

You can effectively communicate your knowledge of the Canada Science and Technology Museum's collection and programs to visitors and colleagues. In addition, you are a reliable team player who can work well independently without supervision. You will act as an ambassador of the museum by presenting it as a dynamic cultural institution. You will demonstrate good judgement that will allow you evaluate changing situations quickly and take appropriate action. You possess an interest and curiosity in science and technology and are sensitive to the needs of our diverse group of visitors.

Reporting to the Supervisor, Guides and Hosts, the incumbent will work at the CSTM Information Center, welcome groups and administer the CSTM admissions program so that the objectives, programs, purpose and facilities of the Museum can be explained, as well as respond to general questions by visitors. The successful candidate will provide interested visitors with background information on the Museum's artifacts, collections, displays and special events to encourage visitors to visit, return and promote the Museum. The incumbent will also participate in emergency evacuation of employees and the public while performing all duties in both official languages.

The standard weekly hours are:

**Education and Experience:**

As the ideal candidate, you will have successfully completed your secondary school diploma .

You also have experience in the following areas:

- dealing with the public;
- cash handling;
- a valid certificate in First Aid and CPR is required ;
- experience working in a cultural institution would be an asset .

#### **RATED REQUIREMENTS**

##### **Knowledge:**

- of the collection and programs of the Canada Science and Technology Museum;
- of the museum as a cultural institution;

##### **Abilities :**

- to communicate and work effectively with both visitors and team colleagues ;
- to evaluate situations quickly and take action effectively and calmly when required ; to exercise good judgement;
- to work well independently with out supervision and as part of a cohesive team .

##### **Personal suitability :**

Team player

Reliability, adaptability, flexibility, dynamism

Sensitivity to clients needs

Excellent communication skills .

A strong interest in science and technology would be a valued asset .

**\*\* The purpose of this job posting is to create an "active résumé bank" of potential candidates. Please note that eligible candidates may be called for an interview, at any time, between the posting date and the closing date .**

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-047** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

**Posting Date:** May 11, 2018

**Closing Date:**

March 31, 2019

Martine Thériault  
HR Officer, Staffing and Employee Services  
Human Resources Branch  
Ingenium - Canada's Museums of Science and Innovation  
P.O. Box 9724, Station T  
Ottawa, Ontario  
K1G 5A3  
Telephone: 613-991-2716



9430 - Hosts-Hostesses (PT) / Hôtes-Hôteses (TP)