



# COMPETITION

## CAREER OPPORTUNITIES:

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

### EVENT STAFF

**Reference Number:** 2018/2019-CSTMC-084

**Salary Range:** \$20.81 - \$25.31      **Level:** 2

**Employment Status:** Casual

**Language Requirements:** English or French

**Security Requirement:** Enhanced reliability

**Position Number:** 9720(Casual)

**Branch:** Canada Science and Technology Museums Corporation

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

### **Summary of Duties:**

Reporting to the Coordinator, CSTM Facility Rentals & Events and under the supervision of the Event Coordinators, the Event Staff takes care of the set up and tear down of equipment which may include but is not limited to tables and chairs and audio visual (A/V) for a variety of events taking place at the three Museums . While the Event Coordinators deal primarily with the clients during the planning process , the incumbent must act as the main point of contact for clients at events and use time management and problem solving skills to ensure the smooth execution of Museum events and facility rentals.

**LANGUAGE REQUIREMENTS:** Either / Or or B-C

The standard weekly hours are:

### **Education and Experience:**

As an ideal candidate, you hold a secondary school education diploma;  
Certificate in Forklift and/or BT Lifter training would be an asset.

You also have experience in the following areas:

Experience in event set ups and audio visual;  
Experience working in a museum or other cultural institution would be an asset.

## **RATED REQUIREMENTS**

### **Knowledge:**

Knowledge of the requirements of working in a museum setting;  
Knowledge of setting up basic audio-visual equipment;  
Knowledge of how to read a floor plan and set up for an event.

### **Abilities:**

Ability to work effectively with minimum supervision, problem solve and meet deadlines;  
Ability to communicate effectively and deliver good customer service;  
Physical fitness and stamina to lift reasonably heavy equipment (e.g. racks of tables and chairs), and the ability to work continuously and effectively for long hours;  
Ability to work effectively on a team;  
Willingness and availability to work late night and early morning hours as needed.

### **Personal suitability:**

Good stamina and physical fitness  
Good Customer Service  
Strong motivation and takes initiative  
Reliable  
Organized and good time management skills  
Meticulous and attention to detail  
Flexible and adaptable

**\*\* 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-084** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

**Posting Date:** July 20, 2018

**Closing Date:** March 31, 2019

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9720(Casual) - Event Staff / Personnel d'événements

