



COMPETITION

CAREER OPPORTUNITIES:

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

COORDINATOR, EVENTS (CASM)

Reference Number: 2018/2019-CSTMC-105

Salary Range: \$54,177.42 - \$65,894.45 **Level:** 5

Employment Status: Term / Full-time for 1 year

Language Requirements: Bilingual (CBC/CBC)

Security Requirement: Enhanced reliability

Position Number: 9748

Branch: Canada Aviation and Space Museum

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

Summary of Duties:

Under the supervision of the Director, Visitor Experience, the Coordinator, Events (CASM) plans and coordinates events and facility rentals held at the Canada Aviation and Space Museum. The incumbent participates in the development, organisation, and facilitation of events as well as the development of new strategies to manage events. The Coordinator advises clients and partners on logistical and organisational matters to ensure the success of events. The incumbent provides logistical support to ensure that events run smoothly and provide a positive visitor experience. He/she liaises with Visitor Experience staff to review their role in the successful delivery of events, and to ensure that they are empowered to promote upcoming events.

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

Education and Experience:

As an ideal candidate, you hold a University degree or college diploma in event planning, or an acceptable combination of education and experience.

You also have experience in the following areas:

- minimum of one (1) year of experience in planning and coordination of special events;
- supervision of staff and/or contractors;

- managing budgets;
- working in a museum or other cultural institution would be an asset.

RATED REQUIREMENTS

Knowledge:

- of planning, organizing and scheduling special events;
- of marketing techniques as applicable to special events;
- of operations, programming and mandate of the Canada Aviation and Space Museum;
- of air operations and airport safety regulations at the Rockcliffe Airport would be an asset.

Abilities:

- to contribute to the development, organisation, implementation and evaluation of special events, programs and activities;
- to communicate with a variety of individuals and groups;
- to work efficiently and effectively in teams, independently and under pressure, meet deadlines and exercise good judgement.

Personal Suitability:

Strong communications skills, diplomacy and tact.

Strong organizational and time management skills.

Ability to work with minimum supervision, to exercise judgment and meet deadlines.

Ability to manage in a fast paced and continually changing environment.

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-105** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

Posting Date: October 12, 2018

Closing Date: October 25, 2018

Christine Laframboise
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9748 - Coordinator, Events (CASM) / Coordonnateur(trice), Événements
(MAEC)