



# COMPETITION

## CAREER OPPORTUNITIES:

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

### **MANAGER, EXHIBITION PROJECTS - Canada Science and Technology Museum (CSTM)**

**Reference Number:** 2018/2019-CSTMC-101

**Salary Range:** \$68,242.29 - \$83,038.08      **Level:** 8(int)

**Employment Status:** Term / Full-time for 2 years

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

**Security Requirement:** Enhanced reliability

**Position Number:** 9814

**Branch:** Canada Science and Technology Museum

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

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

Reporting to the CSTM Director General, the Manager, Exhibition Projects is responsible for planning and overseeing the development and implementation of exhibition and digital media products at the Canada Science and Technology Museum. The Manager, Exhibition Projects place of work will be at the Canada Science and Technology Museum.

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

#### **Education and Experience:**

- As an ideal candidate, you hold a post-secondary diploma in sciences, humanities or museum studies and training in project management;
- Professional certification in project management an asset.

You also have experience in the following areas:

- three (3) years experience in the development of museum exhibitions - virtual and physical - using standard project management practices;
- experience managing digital media projects such as virtual and augmented reality interactives/experiences

and Apps would be considered an asset;  
- or an acceptable combination of education, training and experience.

## **RATED REQUIREMENTS**

### **Knowledge:**

- Practical and theoretical knowledge of project management, budget estimation/control, scheduling, and risk management;
- Practical knowledge of the techniques and methodology of exhibition development, and of interpretation and evaluation;
- Practical knowledge of exhibition design and display techniques, graphic production and text preparation, design and fabrication methods and systems, interactive development, new media in exhibitions, and of drafting;
- Practical and theoretical knowledge of digital media experiences (development, management and design), such as virtual and augmented reality experiences and Apps an asset;
- General knowledge of museological principles, concepts and theories. Knowledge of Ingenium's Exhibition Development Process an asset;
- Knowledge of the various programs, activities, organizational structure and objectives of Ingenium in general and of the Canada Science and Technology Museum in particular;
- Knowledge of museological institutions and organizations in Canada and abroad.

### **Abilities:**

- Ability to plan, organise, direct, schedule, implement and control a wide range of activities, several of them closely interrelated and/or interdependent;
- Ability to use standard project management software: skilled in the use of Microsoft Excel and Microsoft Project;
- Ability to establish priorities among alternatives;
- Ability to delegate tasks and set performance standards;
- Ability to create an organizational climate conducive to motivated teams;
- Ability to give and receive feedback constructively and overcome blocks to interpersonal communications;
- Ability to interact well with colleagues, superiors and clients and to elicit their collaboration;
- Ability to deal with divergent views and negotiate on a wide variety of issues;
- Ability to work with minimal direction;
- Ability to work effectively under pressure;
- Ability to communicate effectively, orally and in writing in both official languages.

### **Personal suitability:**

Committed to quality and excellence  
Takes initiative  
Imaginative and innovative  
Organized, thorough and detail-oriented  
Flexible, adaptable, practical  
Tactful and diplomatic  
Persuasive, decisive and firm  
Recognized for judgment and integrity  
Reliable

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-101** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

**Posting Date:** October 4, 2018

**Closing Date:** October 24, 2018

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9814 - Manager, Exhibition Projects CSTM / Gestionnaire de projets MSTC