



# COMPETITION

## CAREER OPPORTUNITIES:

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

### **COORDINATOR, ADMISSIONS, Canada Agriculture and Food Museum**

**Reference Number:** 2018/2019-CSTMC-159

**Salary Range:** \$22.89 - \$27.84      **Level:** 3

**Employment Status:** Casual for 9 months

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

**Security Requirement:** Enhanced reliability

**Position Number:** 9860C

**Branch:** Canada Agriculture and Food Museum

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

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

Reporting to the Officer, Education and Interpretation, the Admissions Coordinator is responsible for overseeing the daily activities of hosts and operations at admissions while maintaining on site visitor traffic, access and safety. The Coordinator is responsible for the collection and handling of moneys, daily reconciliation of the cash at the opening and closing of the museum, and handles visitor complaints in a diplomatic manner resolving problems effectively. Participates in meetings and briefings, provides leadership to the team for day-to-day operations, and performs many other related duties.

\* Please note the employment hours will vary according to availability, seniority and time of year. Casual employees are expected to maintain their availability during peak periods including weekends, holiday programming and summer months. During these peak periods there will be a greater number of shifts offered.

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

As an ideal candidate, you hold a secondary school diploma. Some post secondary training in tourism, museum studies, communications and marketing, business management or recreational studies would be an asset.

You also have experience in the following areas:

- Supervisory experience.
- Experience in dealing with the public.
- Experience in handling cash and daily reconciliation procedures.
- A valid certificate in First Aid and CPR is required.
- Experience in working at a cultural institution is an asset.

**RATED REQUIREMENTS:**

**Knowledge:**

- knowledge of the Canada Agriculture and Food Museum site, programs, exhibits and the Ingenium Corporation;
- Knowledge of Word and Excel required. Knowledge of Lotus notes and ADMITS would be an asset;
- Some knowledge of farm animals, or animals in general, an asset.

**Abilities:**

- Ability to communicate and work effectively with visitors and team colleagues;
- Ability to evaluate situations quickly and take action effectively and calmly when required; to exercise good judgement;
- Ability to work under pressure;
- Ability to work well independently without supervision, and as part of a cohesive team.

**Personal suitability:**

Reliability, adaptability, sensitivity to visitor and colleagues' needs, team motivator, excellent communicator;  
A strong interest in museums in general, and in the field of agriculture would be an asset

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-159** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

**Posting Date:** February 6, 2019

**Closing Date:** February 19, 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



9860C - Coordinator, Admissions / Coordonnateur(trice), Admissions