



COMPETITION

CAREER OPPORTUNITIES:

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

ASSISTANT, EDUCATION & INTERPRETATION (CAFM)

Reference Number: 2019/2020-INGENIUM-048

Salary Range: \$54,990.09 - \$66,882.87 **Level:** 5

Employment Status: Term / Full-time 17 months

Language Requirements: Bilingual (CBC/CBC)

Security Requirement: Enhanced reliability

Position Number: 9647

Branch: Canada Agriculture and Food Museum

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

Summary of Duties:

Reporting to the Education and Interpretation Officer (Programs) at the Canada Agriculture and Food Museum, the Education and Interpretation Assistant will assist in the preparation, development, coordination and delivery of events, demonstrations, day camps, school programs and other ongoing programs; coordinates on-site activities and acquires supplies for programs. S/he supervises and trains a staff comprising summer interpreters, summer camp staff, guides, hosts, volunteers and contractors, and will assist the Education and Interpretation Officer in the hiring process of this staff. S/he will assist in the preparation and coordination of schedules and make evaluations of the above programs when appropriate. S/he will assist in the development of written program materials. S/he is the first level of response for visitor complaints and handles those situations in a diplomatic manner resolving problems effectively. The assistant is also responsible for the daily reconciliation of the cash at the opening and closing of the museum. S/he provides direction to the Visitor Experience team in emergency situations, and reports directly to Protection Services to ensure the safety of museum visitors.

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

Education and Experience:

As an ideal candidate, you hold a degree in the field of Education, Agriculture, Veterinary Science, Communications, History, Museum Studies, Science or other related field from a recognized university or college, or an acceptable combination of

education, training and experience.

You also have experience in the following areas:

- two (2) years of museum-related experience in the delivery of interpretive programs;
- in the development of interpretative programs for children and adults in a museum, community centre or classroom setting;
- coordinating school programs, day camps, public programming and/or special events;
- in staff supervision;
- in agriculture is an asset.

*** a valid G class driver's license (Ontario) or Class 5 driver's license (Quebec) is required.**

RATED REQUIREMENTS

Knowledge:

- of scientific and technical information related to agriculture and food, agricultural history and science;
- of interpretive and interactive techniques for children and adults as well as different learning styles;
- of the mandate of the Corporation as it relates to interpretation and education.

Abilities:

- to communicate effectively orally and in writing with visitors and colleagues.
- to listen and react appropriately to visitors' needs, working well with children, adults and colleagues alike;
- to analyze, make decisions and resolve issues relating to daily operations;
- to work effectively as a team leader;
- to coordinate all stages of dynamic and agriculture-related, interpretive programs;
- to effectively train and supervise staff;
- to use computers including various software (word processing, spreadsheets, electronic mail and the internet).

Personal suitability:

Enthusiastic self-starter with initiative;
Efficient with meticulous attention to detail;
Works well independently as well as being an effective team player;
Creative and imaginative;
Reliable, responsible and committed;
Great organizational skills;
Flexible and open to new ideas;
Works well under pressure with conflicting demands.

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 **2019/2020-INGENIUM-048** in your email's Subject line, no later than the closing date to: **competition@ingeniumcanada.org**

Posting Date: June 4, 2019

Closing Date: June 17, 2019

Christine Laframboise
HR Manager, Staffing and Classification

Human Resources Branch
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9647 - Assistant, Education and Interpretation / Adjointe, Éducation et interprétation