COMPETITION

CAREER OPPORTUNITIES:

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

HOSTS-HOSTESSES, Canada Science and Technology Museum

Reference Number: 2019/2020-INGENIUM-067

Salary Range: $18.84 - $22.93 Level: 1

Employment Status: Indeterminate / Part-time

Language Requirements: Bilingual (BBC/BBC)

Security Requirement: Enhanced reliability

Position Number: 9430

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 Supervisor, Guides and Hosts, operates the Museum main information centres for CSTM, group reception desk and administers the admission programme for CSTM to provide comprehensive orientation to the public of the Museum's objectives, programmes, functions, facilities and general tourist information; provides interested visitors with information concerning the Museum's artifacts, collections, displays and upcoming special activities to encourage the visitors to visit, revisit and promote the Museum, participates in the provision of emergency security/fire safety services to ensure the security of guests and employees of the Museum; performs other related duties.

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

Education and Experience:
As an ideal candidate, you hold a high school diploma.

You also have experience in the following areas:
- Experience in dealing with the public;
- Experience in handling cash;
- A valid certificate in First Aid and CPR is required;
- Experience working in a cultural institution would be an asset.

**Knowledge:**
- Knowledge of the collection and programs of the Canada Science and Technology Museum;
- Knowledge of the museum as a cultural institution.

**Abilities:**
- Ability to communicate and work effectively with both visitors and team colleagues;
- Ability to evaluate situations quickly and take action effectively and calmly when required; to exercise good judgement;
- Ability to work well independently with out supervision and as part of a cohesive team.

**Personal suitability:**
Team player
reliability, adaptability, flexibility, dynamism
sensitivity to clients needs and excellent communication skills
A strong interest in science and technology would be a valued 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 2019/2020-INGENIUM-067 in your email's Subject line, no later than the closing date to: competition@ingeniumcanada.org

**Posting Date:** July 26, 2019  
**Closing Date:** August 9, 2019

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9430 - Hosts-Hostesses (PT) / Hôtés-Hôtesses (TP)