

## **Research Assistant – 1 position available**

Location: Canada's Sports Hall of Fame  
169 Canada Olympic Rd. S.W.  
Calgary, Alberta T3B 6B7

Salary: \$15.00/hr

The Manager of Exhibits and Collections seeks to hire one student to assist the Women in Sport exhibit. This project is designed to have one student, under the supervision of the Manager of Exhibits and Programming, to be responsible to work on researching, writing, and sourcing content for above mentioned exhibit.

Student will:

- Conduct research on Canada's women in sport history for use in the Women in Sports exhibit to open June, 2019.
- Write exhibit text based on research conducted from within Canada's Sports Hall of Fame collections as well as outside partner sources.
- Compile list of possible audio visual materials for inclusion into exhibit and used for social media campaign.
- Compile list of possible artefacts organized by four subthemes for inclusion into exhibit.
- Complete collections and exhibit duties as required.

Qualifications:

- Student must be attending a post-secondary program full-time
- Student must meet all Summer Temporary Employment Program (STEP) eligibility criteria
- Preference will be given to History, Archeology, Anthropology, Sports-related studies, and Museums Studies students
- Strong research and writing skills are required
- Good interpersonal skills and computer knowledge using MS Office is required
- Knowledge of PastPerfect database is an asset but not required
- Previous experience handling artefacts is an asset but not required
- Fluency in French an asset but not required
- Students will be required to provide or obtain a valid vulnerable sector police check

Application Deadline: April 23, 2018

Interviews will be conducted by the Manager of Exhibits and Collections. A maximum of 5 candidates will be interviewed.

Start date to be May 14, 2018. End date to be August 31, 2018. Dates subject to funding.

Job Equity: Canada's Sports Hall of Fame is committed to the principle of equal opportunity. As an employer Canada's Sports Hall of Fame welcomes diversity in the workplace and encourages applications from all qualified candidates within the scope of each job opening. Applications are welcomed from women, persons with disabilities, visible minorities, and Aboriginal people.

Submit your resume and cover letter **in one document** to:

Helena Deng, Manager, Exhibits and Collections

Canada's Sports Hall of Fame

169 Canada Olympic Rd. S.W.

Calgary, Alberta T3B 6B7

or via e-mail: [hdeng@cshof.ca](mailto:hdeng@cshof.ca)

Please state in your application how you came across this job posting.