

Exhibit and Collections Assistant – 3 positions available

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

Salary: \$13.60/hr

The Manager of Exhibits and Collections seeks to hire three students to assist with the following exhibit/curatorial initiatives for Canada's Sports Hall of Fame from May – August 2018.

This project is designed to have three students, under the supervision of the Manager of Exhibits and Programming, to be responsible to assist with aspects of improving access to Canada's Sports Hall of Fame collections and assist with the changeover of a permanent exhibit at Canada's Sports Hall of Fame.

Students will:

- Learn appropriate artefact handling, packing, storing methods to prepare artefacts coming off display to be returned to lenders or to properly store in Canada's Sports Hall of Fame collections.
- Learn to do appropriate paperwork and condition reports for artefacts entering and leaving our museum on loan or as return of loan.
- Learn how to use our Past Perfect 5 database to catalogue, update, locate, and identify collection items for use in exhibit projects.
- Learn how to accession collections properly according to organizational standards, including doing all necessary paperwork.
- Learn to dismantle and install exhibits.
- Learn how to access research materials related to our Honoured Members and artefacts and use the information to select artefacts to put on display and write exhibit text.
- Assist with the set-up and running of special events at Canada's Sports Hall of Fame.
- Assist in education programs and at Visitor services as needed.
- Meet regularly with the Manager of Exhibits and Collections to ensure all deadlines and guidelines are being met as well as to ensure students are properly supported within their roles.

Qualifications:

- Students must be attending a post-secondary program full-time
- Preference will be given to History, Archeology, Anthropology, Sports-related studies, and Museums Studies students
- 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
- Strong writing skills is an asset

- 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 May 2-8, 2018. 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.

Eligibility: Students must meet all eligibility criteria for Young Canada Works (YCW) or Canada Summer Jobs (CSJ), depending upon approved funding source. If the funding source is YCW, Students must be registered with YCW prior to being interviewed and all candidates selected must be approved by YCW to confirm their eligibility in advance of them being offered a position.

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

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