

Program stream: Young Canada Works at Building Careers in Heritage

Job title: Exhibits and Collections Assistant – 1 position available

Job location:

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

Hourly wage: \$15.50

Project Background:

Canada's Sports Hall of Fame is seeking the assistance of one intern to help with a collections storage project and various aspects of three major exhibitions that are being created in 2018. This internship will provide an excellent opportunity for hands-on training in exhibit development, installation, and project management.

The Intern shall assist with the tasks below as noted for each exhibit:

Bicycle storage improvement project:

- Source a viable storage system for bicycles in collection
- Pull bicycles from old storage, complete condition reports, and prepare for new storage
- Oversee installation of new storage then safely store bicycles into new storage

CBC Exhibit

- Research, design, develop exhibit plan for the display. Revise existing work plan as needed.
- Liaise with lending organizations to borrow artefacts for inclusion into the exhibit. Liaise with all shareholders in project for approvals.
- Write exhibit content and coordinate translation of text. Liaise with staff, designers, and production firms to create text panels.
- Receive artefacts, do condition reports, accession reports, and loan agreements.
- Prepare artefact mounts.
- Liaise with AV Engineer to coordinate AV element installation.
- Install the exhibit.

Induction Celebrations off site Exhibit and Locker Room Class of 2018 Exhibit

- Accession, condition report, photograph, and create loan paperwork for all Class of 2018 Inductees artefacts received from June Inspire Canada event.
- Research and write exhibit labels for artefacts as well as coordinate translation of exhibit labels.
- Liaise with Class of 2018 Inductees to borrow further artefacts if required for exhibit.
- Coordinate the design of all signage to go on display in the Locker Room Gallery for production.

- Choose and pack artefacts to travel to Toronto for offsite exhibit. Working with the Induction Celebration event coordination develop display plan for chosen artefacts and produce appropriate mounts for display.
- Coordinate installation, staffing, and take down of Induction Celebration offsite exhibit.
- Coordinate take down of Class of 2017 Locker Room exhibit and install Class of 2018 Locker Room exhibit.

Women in Sport Exhibit

- Create and obtain approval of the exhibit plan for the display.
- Liaise with lenders to coordinate artefact loans for the exhibit dependent on the research compiled for the project. Re-license video footage for use in in-house exhibit.
- Liaise with translators for all exhibit text.
- Liaise with staff, designers, and production firms to create text panels.
- -Liaise with AV Engineer to coordinate AV element installation.
- Prepare artefact mounts, exhibit label production.

Qualifications:

The successful candidate should be a graduate of a museum studies, conservation, collections management, sport history program or sport/recreation management program within the past two years. The candidate should have a diploma or degree and must be between 18 – 30 years of age. Candidates should also have good interpersonal skills, excellent writing skills, organizational skills and an ability to work in a fast-paced environment, and be able to meet deliverables. Candidates must also be well organized, independent workers and have intermediate to advance computer skills (database management software for museums, Microsoft office). Knowledge of PastPerfect database is an asset but not required. Previous experience handling artefacts is required. There will be a moderate amount of lifting required and candidate will need to be able to lift 40-50 lbs. Previous exhibit or collections management experience is required. Membership with a professional association would be a definite asset.

Interviews will be conducted by the Manager, Exhibits and Collections. All candidates will be screened to ensure they meet YCW eligibility requirements before being interviewed and before hiring the chosen candidate. A maximum of 5 candidates will be interviewed.

Deadline for applications: June 18, 2018

Start date to be July 23, 2018. End date to be December 21, 2018. Dates subject to funding.

Job Equity: Canada's Sports Hall of Fame is committed to the principle of equal opportunity. Applications are welcomed from individuals with a disability, women, visible minorities, Aboriginal people, and new Canadians.

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.

Characteristics of City/Region:

Calgary is one of the fastest growing energetic cities in the world. In the past 20 years, Calgary has hosted more international sport competitions than the combined total of the three largest cities in Canada. The Calgary/Bow corridor area has been the primary training and preparation site for many of Canada's top athletes in winter and summer sports, both at the Olympic and Paralympic Games. Calgary is the only city in Canada where over 50% of citizens regularly visit museums and attend performing arts events. Calgary was designated a Cultural Capital of Canada for 2012. Metropolitan Calgary population 1.4 M.

Canada's Sports Hall of Fame officially opened in Calgary at Canada Olympic Park on July 1, 2011.

City of Calgary website: www.calgary.ca
Tourism Calgary website: www.tourismcalgary.com
Canada's Sports Hall of Fame website: www.sportshall.ca