



Viceregal Patron/ Patronne vice-royale:
Her Excellency the Right Honourable Julie Payette
Governor General of Canada

Son Excellence le très honorable Julie Payette
Gouverneure générale du Canada

Young Canada Works: Exhibit and Collections Assistant

2 positions available subject to funding

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

Salary: \$15.00/hr

Job Description:

Under the direction of the Manager of Exhibits and Collections the students will assist with aspects of the research, design, artefact preparation, and installation of three new in-house exhibits and collections management projects.

The specific project objectives will include researching information on our Hall of Famers that relate to the exhibit theme and writing text for inclusion into the graphic panels. Identifying artefacts from the collections or sourcing from other museums or individuals for inclusion into the exhibition. Students will learn how to process incoming loan agreements for any collections that are borrowed. Students will also help develop the concept drawings for the gallery cases, prepare and make any artefacts mounts that are required, write and produce the exhibit labels and assist with the exhibit installation.

Students will also work on two collections management projects to ensure the collection is properly cared for. For the first project, the students will work on cataloguing, storing, and location tracking backlogged collections from the last eight years. Working with the Manager of Exhibits and Collections, students will also identify items that may require cataloguing or storage adjustment. The second project will be to bring up to date the accession records from 2011 and onward.

Students will:

- Learn how to access research materials related to our Hall of Famers and use the information to write text for the graphic panels and exhibit labels.
- Learn how to catalogue locations in Past Perfect database to ensure all items are properly managed and accessible.
- Learn how to locate and identify collection items from our Past Perfect database that could be included into the exhibit.
- Liaise with other museums and/or individuals to determine what collection items might be available to borrow related to the specific exhibit themes.
- Learn how to create loan agreements or deed of gifts for any incoming collection items.
- Learn how to do condition reports according to professional and CSHoF standards.
- Learn how to create a concept drawing for the exhibit case layouts.

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- Learn how to make artefacts mounts for various types of artefacts that will be put on exhibit.
- Learn how to install collection items into specific display cases and install the graphic panels and exhibit labels according to museum standards.
- Produce and prepare the exhibit labels.
- Learn how to prepare and update accession paperwork according to professional and CSHoF standards.
- Learn to digitize collections, whether photographing or scanning items to be uploaded to Past Perfect.
- Learn to safely permanently number collections of various materials.
- Update list of accessions from 2011 and onward outlining the status of each accession and loan. List will also be used to track process and confirm completion of duties for each accession.
- 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.

Qualifications:

- Students must be attending a post-secondary program full-time
- Preference will be given to Museums Studies, History, Archeology, Anthropology, and Sports-related studies students
- Good interpersonal skills and an ability to work in a fast-paced environment independently and in group environments is required
- 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 skill is an asset
- Students must have strong organizational skills, and be able to meet deliverables
- Students must have high level of attention to detail
- Students will be required to provide or obtain a valid vulnerable sector police check
- Students will need to be able to lift up to 25 lbs

Application Deadline: April 8, 2019

Interviews will be conducted by the Manager of Exhibits and Collections April 22-May 3, 2019. A maximum of 5 candidates will be interviewed.

Start date to be May 13, 2019. End date to be August 31, 2019. Dates subject to funding.

Eligibility - Candidates must be:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
Note: Non-Canadian students or graduates holding temporary work visas or awaiting permanent status are not eligible.

- be legally entitled to work in Canada;
- be between 15* and 30 years of age at the start of employment (*where permissible under provincial/territorial labour laws);
- have completed the school year at the start of employment;
- meet the specific eligibility criteria of the program to which you apply;
- be registered in the YCW online candidate inventory;
- be willing to commit to the full duration of the work assignment (minimum 30 hours a week); and
- not have another full-time job while employed in a YCW job.
- have registered as a full-time* student in the semester preceding the YCW job (*as defined by their educational institution); and
- intend to return to full-time studies* in the semester immediately following the YCW summer job.

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 cover letter and resume in one document as a PDF 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. Applications without cover letters will not be considered.