

Program Stream: Young Canada Works at Building Careers in Heritage

Organization Name: [Canada's Sports Hall of Fame](#)

Job title: Exhibition Designer – Indigenous Sport Exhibit – Phase 1

Job location: Calgary, AB – Work will be performed onsite, subject to Covid-19 restrictions.

Length of Assignment: 21-week duration

Hourly wage: \$19.00, 40 hours/week

Term: November 1, 2021 - March 31, 2022 (*unpaid leave: December 25, 2021 – January 1, 2022*).

Responsibilities:

Under the direction of the Indigenous Projects Liaison at Canada's Sports Hall of Fame, we are seeking one intern to act as Exhibition Designer:

1. To assist with the development of a concept plan and detailed budget for Phase 1 towards the creation of an *Indigenous Sport Exhibition*.
2. To identify and provide detailed scope for the specific themes/topics for content to be included in the exhibition in alignment with [CSHoF's mission and goals](#).
3. To identify and provide detailed digital asset lists for all themes chosen for inclusion into the exhibition. This will include digital assets from not only CSHoF collection or CSHoF loans but also from partner institutions. The digital assets will include physical artefacts, photographs, interviews and video content.
4. To collect detailed information from CSHoF's collection records, community partners, scholars, experts, and recent Indigenous projects such as the digital book: [Indigenous Sport Heroes Education Experience](#).
5. To develop a storyline for the exhibition.
6. To identify the partners and supporters who along with CSHoF team will provide valuable content including artefacts, photographs, videos to the development of the exhibition concept. Some preliminary outreach has begun and organizations that have expressed interest to date include: Aboriginal Sport Circle, Penetanguishene Sports Hall of Fame, Alberta Sports Hall of Fame & Museum, New Brunswick Sports Hall of Fame, North Shore Sports Hall of Fame, The Peterborough & District Sports Hall of Fame, Greater Victoria Sports Hall of Fame, and Nanaimo Sports Hall of Fame.
7. To identify the scope of the physical exhibition including a proposed floor plan for all exhibit elements for the anticipated 3, 000 sq. ft. footprint.
8. To develop a detailed budget for the creation of the exhibition. The budget to include preliminary quotes for all stakeholders including costs associated with research/writing content, translation, exhibit physical structures, audio-video production, fabrication of exhibit structures, audio-video equipment, installers, etc.

Specific Tasks:

- Working with an assigned exhibit design team from CSHoF comprised of a Project Manager (VP & COO), Indigenous Projects Liaison, Educators and IT specialists. The intern will work with the team to identify the exhibit scope, themes, and proposed topics. Consultations will also be made with all Indigenous Hall of Famers and Indigenous partners.
- Intern will liaise with all interested sport Halls of Fame, other museums, partners and supporters that have Indigenous stories/collections that could be part of the exhibition. It is anticipated that at least 15-20 organizations will partner with this project.
- Working with the exhibition team, the intern will develop the detailed storyline for the exhibition which will align with the development of the exhibit floor plan and proposed project scope.
- Intern will create the detailed exhibition budget with corresponding quotes from potential suppliers. The budget to include costs for research/writers, translation (into French and some Indigenous Languages), interactive exhibit elements, graphic design and production, exhibit structures, floor plan design concepts, shipping of artefacts.
- Complete final reports to Young Canada Works.

Qualifications:

- The successful candidate must be a graduate of a museum studies, Indigenous studies, or sport history program and be under the age of 30 at the beginning of the internship.
- Candidate must have excellent English research and writing skills, organizational skills and an ability to work in a fast-paced environment to meet deliverables with a high level of attention to detail is very important. Basic French writing and reading as well as other additional language skills would be an asset.
- Intern will have intermediate to advanced computer skills (database management software for museums, preferably Past Perfect 5, and Microsoft office including proficiency in Excel). Familiarity with InDesign would also be considered an asset.
- Intern will need to be able to lift 40-50 lbs.
- Interest or background in sport, sport history, Indigenous sport history/Indigenous ways of knowing and being is an asset.
- Previous artefact handling, exhibit, and collections management experience is required.
- Due to the nature of this position, specifically driving to and from off-site meetings, the intern is required to have a driver's license and vehicle accessible to them, and will be compensated for mileage, as required. The mileage rate is set by Canada's Sports Hall of Fame. The team will carpool when possible.
- Demonstrated [cultural agility](#) and/or previous experience working with Indigenous communities is a definite asset in order to understand the complexities of working with Indigenous Peoples as well as their strengths, needs and local priorities.
- Excellent organizational skills and an ability to work independently in a fast-paced environment to meet deliverables is very important. Preference will be given to candidates that self-identify as Indigenous.

CANADA'S JOB EQUITY GROUPS

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 all members of Canada's job equity groups.

HOW TO APPLY:

The preliminary application process will include submitting a resume (max. 2 pages) and cover letter (max. 1 page) as one PDF document to the Indigenous Projects Liaison at nfatima@cshof.ca. The application will be assessed on proper use of grammar and spelling, creativity, relevance to the role, candidate credentials/experience and the ability to follow specific instructions. **Applicants who do not follow the above guidelines will not be invited for an interview.**

Interviews will be conducted by the Indigenous Projects Liaison and the Vice President & COO between October 12-18, 2021.

Deadline for applications: October 11, 2021

Eligibility:

The intern will be required to obtain a valid vulnerable sector police check (at no cost to them).

As per the 2021 [YCW eligibility requirements](#), an individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

About Canada's Sports Hall of Fame:

Canada's Sports Hall of Fame is a registered charitable organization and has been a vital cultural institution in Canada for more than 65 years. As Canada's only national museum of sport, the organization's focus is on recognition, education, curation, and thought leadership with an emphasis on educating youth on the values, history and culture of sport in this country. These four pillars help to support and celebrate Canada's sport heroes who have reached the pinnacle of their careers and are going "beyond the win" and making monumental contributions to our society. Nearly 700 Hall of Famers have been inducted into Canada's Sports Hall of Fame since its establishment in 1955, and as of 2019, the Order of Sport, Canada's highest sporting honour, is awarded as part of Induction to Canada's top athletes and builders for their ongoing role in building Canada through sport.

Charitable Registration Number: 118828631 RR0001

OUR VALUES:

- Respect
- Equality
- Fairness
- Openness
- Excellence

OUR AIMS:

- We recognize the highest level of sporting accomplishment with the *Order of Sport* honour.
- We celebrate diversity, inclusion, accessibility and reconciliation.
- We are community builders.
- We celebrate competitive spirit converted into community spirit.
- We connect sport + social purpose.
- We educate all Canadians on the values, history, and culture of sport.

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 1.5 M.

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

City of Calgary website: calgary.ca

Tourism Calgary website: visitcalgary.com

Canada's Sports Hall of Fame website: sportshall.ca

Canada's Sports Hall of Fame's Education Programs:

<http://www.sportshall.ca/visit/educationprograms.html?lang=EN>

Indigenous Sport Heroes Education Experience: <http://indigenousheroes.ca/chapters/>