



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

Canada Summer Jobs: 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 Exhibits and Collections Assistants 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. Assistants will learn how to process incoming loan agreements for any collections that are borrowed. Assistants 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.

Assistants will also work on two collections management projects to ensure the collection is properly cared for. For the first project, the assistants will work on cataloguing, storing, and location tracking backlogged collections from the last eight years. Working with the Manager of Exhibits and Collections, Assistants 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.

Assistants 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 through the development of in house and off site exhibits.
- 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.

Board of Governors/ Conseil des gouverneurs

Bob Rooney, Chair
Geoff Beattie
Sylvie Bigras
Michelle Cameron-Coulter
Jack Graham
Blake Hutcheson
Kerrin Lee-Gartner
George Marlatte
Scott Moore
Barbara Muddle-Grover
Brad Robertson
Mark Smith

CANADA'S SPORTS HALL OF FAME
169 CANADA OLYMPIC ROAD SW
CALGARY AB T3B 6B7
P: 403.776.1040 F: 403.776.1045 INFO@CSHOF.CA
SPORTSHALLCA

PANTHÉON DES SPORTS CANADIENS
169 CHEMIN OLYMPIQUE CANADIEN SO
CALGARY AB, T3B 6B7
P: 403.776.1040 F: 403.776.1045 INFO@CSHOF.CA
PANTHEONSPORTS.CA

- Learn how to create loan agreements or deed of gifts for any incoming collection items borrowed on donated to the museum for display in the exhibits.
- Learn how to do condition reports according to professional and CSHoF standards.
- Learn how to create a concept drawing for the exhibit case layouts.
- 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 catalogue locations in Past Perfect database to ensure all items are properly managed and accessible.
- 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.

Qualifications:

- Preference will be given to Museums Studies, History, Archeology, Anthropology, and Sports-related studies students or graduates
- 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
- Assistants must have strong organizational skills, and be able to meet deliverables
- Assistants must have high level of attention to detail
- Assistants will be required to provide or obtain a valid vulnerable sector police check
- Assistants 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 Canada Summer Jobs funding.

To be eligible, youth must:

- Be between 15 and 30 years of age at the start of the employment;
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment*; and,
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

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.