



CANADA'S SPORTS
HALL OF FAME
PANTHÉON DES
SPORTS CANADIENS

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

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Canada Summer Jobs – Curatorial Position

Museum Technician

1 position available – September 3, 2020 – December 24, 2020

Location:

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

Salary: \$15.00/hr

Job Description:

Responsibilities

Under the direction of the Vice-President and COO, the youth will work on aspects of two major projects and collections management duties:

Project 1: Off-site Storage

Canada's Sports Hall of Fame (CSHoF) will be moving portions of the current collections to a new off-site storage location. Collections will need to be handled and packed according to museum standards. During the packing process, the Youth will inventory, rehouse as required, pack, and clearly label containers of collections. Once collections have been moved to the new off-site storage, the Youth will need to input new collections locations into our collections database, PastPerfect, and ensure new collections are stored optimally.

Project 2: Off-site Visible Storage

Youth will work on the creation and installation of a brand new offsite exhibit space with visible storage. The new off-site exhibit space will comprise approximately 20,000 sq. ft. of display space including visible storage. Youth will research, choose, inventory, and pack the collections that will be best suited for visible storage. Once visible storage has been purchased, Youth will install collections into the new visible storage, creating mounts as required, and labelling items with accession and object IDs for visitor reference. The location of the items chosen for visible storage will also need to be updated in PastPerfect.

Youth will also work on collections management projects to ensure the collection is properly cared for. Youth will work on accessions paperwork, catalogue, store, update locations as required within the collection. Youth will also work on ensuring all loans are updated with correct paperwork and packed and returned as required.

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Description of Tasks

Youth will:

- Pack artefacts and exhibits according to museum standards to be moved off-site.
- Inventory artefacts being packed to ensure collections are properly managed and tracked, includes updating PastPerfect records once artefact is at new location.
- Identify and rehouse any artefacts as required for moving off-site and for storage at new off-site storage location.
- Label containers containing artefacts clearly to ensure collections are moving to the correct location.
- Research within CSHoF collections to choose, pull, and inventory artefacts for storage within visible storage.
- Install artefacts into visible storage and update PastPerfect record with new locations.
- Create mounts, as required, to ensure artefacts are safely stored and displayed.
- Create and install any required signage for visitor reference.
- Complete collections management duties as required to ensure collections and loans are well cared for.
- Respond to public enquiries as they come up throughout the term.
- Liaise with lenders of various collections.
- Attend regular meetings with the Exhibits and Collections team to ensure regular project updates are communicated as well as ensure all goals, deadlines, and expectations are being supported and met.
- Other duties, as required.

Preference will be given to youth with experience in: Museums Studies, History, Archeology, Anthropology, and Sports-related studies students or graduates.

Qualifications/Skills:

- 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

How to Apply:

Please submit your resume (max. 3 pages) and cover letter in one document to the e-mail address that follows. Please combine your cover letter and resume as one PDF. Please state in your cover letter how you came across this job posting. Only applications sent into the hiring manager stated below in the format requested will be accepted. Expressions of interest will not be accepted as an application.

Canada's Sports Hall of Fame
Janice Smith, Vice-President and COO
E-mail: jsmith@cshof.ca

Application Deadline: August 7, 2020

Start date to be September 3, 2020. End date to be December 24, 2020.

Interviews:

Interviews will be conducted by the Vice-President and COO between August 10 - 14, 2020. A maximum of 5 candidates will be interviewed.

Eligibility:

To be eligible, the applicant must meet the eligibility requirements of Canada Summer Jobs:

- 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**
- 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

**The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.*

***International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible. As the objective of the Canada Summer Jobs program is to support youth entering the Canadian labour market, the temporary nature of an international student's time in Canada does not allow for a long-term connection to the labour market.*

The youth will be required to obtain a valid vulnerable sector police check.

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 Indigenous Peoples.