



CANADA'S SPORTS
HALL OF FAME
PANTHÉON DES
SPORTS CANADIENS

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Son Excellence le très honorable Julie Payette
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Canada Summer Jobs – Education Position #2

Education Program Planner

2 positions are 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:

Responsibilities

Under the direction of the Manager, Education and Programming, the youth will have two main responsibilities:

- (1) To assist with the delivery of In-House school programs to K-12 students and to other groups, such as seniors and hockey team groups, as needed. Currently, there are six in-house school programs, including two new education programs "Boundless Sport" and "Olympic/Paralympic Moments".
- (2) To assist with the expansion of new In-House programs and/or education programs related to travelling exhibits, specifically:
 - (a) helping with the research, identification and organization of program content to be included on tablets to enhance the interactive experience during tours (i.e. photos and videos relevant to in-house education tours);
 - (b) assisting with program research and development (including scripts, curriculum research, scavenger hunts, games/crafts, teacher guides, etc.) relating to a new Terry Fox exhibit as well as up to eight digital, interactive exhibits currently being designed by SAIT students to be hosted at a new location in downtown Calgary; and,
 - (c) assisting with the creation of promotional materials for education programming related to in-house and travelling exhibits, as needed.

Description of Tasks

Youth will:

- Learn current interpretive and museum teaching techniques while also expanding public speaking skills through the delivery of education programs.
- Shadow existing presenters and, once familiar with the programs, deliver majority of in-house tours for the contract duration.
- Assist with program setup/clean up.

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Calgary AB T3B 6B7
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Sportshall.ca

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169 chemin olympique canadien SO
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pantheonports.ca

- Learn how to handle original artefacts in accordance with museum standards.
- Photograph in-house education programs, as required.
- Assist with showcasing and handling artefacts during in-house education programs.
- Liaise with school representatives in a professional manner.
- Learn how to appropriately request collections database materials from the curatorial department and access the research centre for program research and development.
- Research applicable provincial curriculum, as needed.
- Produce engaging and interactive education program content by researching, developing and writing content for education programming related to in-house and travelling exhibits, as needed, such as scripts, teacher guides, scavenger hunts, educational activities, crafts, and games.
- Create promotional materials for education programming related to in-house and travelling exhibits, as needed.
- Research, identify and organize program content to be included on tablets to enhance the interactive experience during tours (i.e. photos/videos relevant to in-house education tours).
- Attend regular meetings with the education team to ensure that the content being researched and developed meets guidelines, department expectations and deadlines.
- Assist with the set-up and running of special events at Canada's Sports Hall of Fame, such as the "Sport + Spirit Charity Gala," as required.
- Assist Visitor Services, such as covering lunches, as required.
- Other duties, as required.

Preference will be given to youth with experience in: Teaching/Education or Museum Studies.

Qualifications/Skills:

- **Experience or interest in education and working with school aged students is required.**
- An interest in sport history is an asset.
- **Excellent presentation and interpersonal skills** are required.
- **Strong writing and communication skills are integral to this position.**
- Students must have strong organizational skills, and be able to meet deliverables.
- Students must demonstrate attention to detail and be open to receiving constructive criticism.
- Ability to work independently with intermediate Microsoft Office skills is required.
- Intermediate French is an asset, but not required.
- Previous experience handling artefacts is an asset, but not required.
- Experience with Cannon DLSR cameras is an asset.
- Students may 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 also attach a [creative](#) writing sample (one page or less) relevant to the position that you feel showcases your skills. Please combine your cover letter and resume as one PDF.

Canada's Sports Hall of Fame
Katelyn Roughley | Manager of Education and Programming
E-mail: kroughley@cshof.ca

Application Deadline: April 8, 2020

Start date to be May 11, 2020. End date to be August 28, 2020.

Interviews:

Interviews will be conducted by the Manager, Education and Programming between April 13-30, 2020. A maximum of 10 candidates will be interviewed.

Interviews will consist of two parts: (1) A 3-minute **verbal** presentation (no visuals are required) by you about a [2019 Hall of Famer](#) of your choice (imagine your audience comprises students from grades 4-7); and, (2) a standard set of interview questions to determine your eligibility and fit for the role.

Eligibility:

To be eligible, youths 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**; 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.

**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.*

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.