



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

**Board of Governors/  
Conseil des gouverneurs**

Bob Rooney, Chair  
Susan Anderson  
Geoff Beattie  
Sylvie Bigras  
Michelle Cameron-Coulter  
Brian Gallant  
Jack Graham  
Trevor Haynes  
Blake Hutcherson  
Kerrin Lee-Gartner  
Scott Moore  
Brad Robertson  
Mark Smith

**Young Canada Works – Curatorial Position**

**Digital Collections Assistant**

*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:**

Under the direction of the Manager, Exhibits and Collections the students will assist with two digital collections projects intended to increase public access to Canada's Sports Hall of Fame's (CSHoF) extensive historical sport photograph collection.

Working with Canadian Press Images (CP Images), Canada's leading picture and digital service provider, students will be digitizing as required, write captions, input metadata, and upload images to CP Images' FTP server 260 previously identified items from the collection. They will then further identify other items that would be of value to provide to CP Images for access.

The second digital collection the students will work on will be to catalogue an extensive, newly-digitized, collection of photos from CSHoF's Induction Galas between 1975-2004. These photos were previously not digitized and rarely used. After cataloguing, the photos will be available for access by CSHoF, any members of the public, and organizations.

Students will also assist in various areas of collections management to ensure they have a full scope of duties related to managing the digital assets of a museum collection. These areas include accessioning paperwork, cataloguing, digitizing, and storage of collections.

Lastly, students will work with all of the departments within the organization to brainstorm unique and interesting uses for the digital collections to increase access to this valuable resource. Examples would be creating content for CSHoF's social media channels; items to assist the education team in presenting programs, onsite, offsite, and distance learning; and updating exhibits within the galleries with new content.

**Description of Tasks:**

Students will:

- Learn to research, write, input, and organize meta data to be included in digital items to be uploaded to CP Images' FTP server.

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 catalogue locations in Past Perfect database to ensure all items are properly managed and accessible.
- Learn to do research within the collections to pull relevant information required in the use of the images.
- Learn how to locate and identify collection items from our Past Perfect database that could be provided to CP Images for use and access.
- Learn how to present and install digital collections into specific display cases, exhibit labels according to museum standards.
- Learn to digitize collections, whether photographing or scanning items to be uploaded to Past Perfect and CP Images.
- Learn collections management skills such as condition reporting, creating and updating accessions paperwork, safely permanently number collections of various materials
- Assist in exhibit and collections management duties as needed.
- Assist with the set-up and running of special events at Canada's Sports Hall of Fame as needed.
- 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, Library Sciences, Conservation, 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 digitizing collections 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 6, 2020

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

**How to Apply:**

Please submit your resume (max. 3 pages) and cover letter in one document to the e-mail address that follows. Please state in your cover letter how you came across this job posting. Applications without cover letters will not be considered. 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  
 Helena Deng | Manager, Exhibits and Collections

E-mail: [hdeng@cshof.ca](mailto:hdeng@cshof.ca)

**Interviews:**

Interviews will be conducted by the Manager, Exhibits and Collections between April 13-30, 2020. A maximum of 5 candidates will be interviewed.

**Eligibility:** Students must be registered with Young Canada Works (YCW) prior to being interviewed and all candidates selected must be approved by YCW to confirm their eligibility in advance of them being offered a position.

**Students 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.*