



CANADA'S SPORTS  
**HALL OF FAME**  
PANTHÉON DES  
SPORTS CANADIENS

Canada's Sports Hall of Fame seeks to hire a **Museum Education Officer** to assist with three major projects over a 10-week period.

*Hourly Wage:* \$20.00/hr

*Start Date:* December 14 – February 22, 2022 (10 weeks at 40 hours/week)

*Reports to:* Vice-President & COO

*Eligibility Requirements:* Part of the funding for this project is being provided by Canada Summer Jobs thus the individual selected must meet the eligibility requirements noted below:

**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.

*Responsibilities:*

Under the direction of the Vice-President & COO, the individual will assist with the following responsibilities:

Project #1:

- Review the education materials created for our Indigenous Sport Heroes Education Experience digital book project and help create a plan to connect with at least 8 educators (4 Indigenous and 4 non-Indigenous) to have them use and evaluate the resource. Honourariums will be provided to all educators that assist with this review.

Project #2:

- Liaise with our marketing team to help create valuable messages related to the digital book that can be shared throughout the year. This may include creating short videos of the educational resources and their value to educators.
- Help develop a plan to deliver talks, workshops and activities in partnership with storytellers, craftspeople and artists related to the digital book that can be used for upcoming events and exhibits being hosted by Canada's Sports Hall of Fame in 2022.

Project #3:

- Help to identify additional non-Indigenous curriculum links for the Alberta and Ontario curriculums (to start) that can be featured when sharing the resource. (i.e. Physical Education, Health and Life Skills, Language Arts, etc.)

*Qualifications:*

The ideal candidate will be a recent graduate of, or pursuing a degree in, museum studies, Indigenous studies, or Education and under the age of 30, per CSJ guidelines, at the beginning date of the term.

Candidates must have good interpersonal skills and be comfortable/competent using MS Office, including Outlook, Excel, PowerPoint, and Word. Previous experience working with children is an asset.

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 in a fast-paced environment to meet deliverables is very important.

Please submit your resume and cover letter in one PDF by December 10, 2021 to:

Janice Smith  
Vice-President and COO  
Canada's Sports Hall of Fame  
e-mail: [jsmith@cshof.ca](mailto:jsmith@cshof.ca)