



**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  
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

**Young Canada Works: Education Program 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**

The Manager of Education and Programming seeks to hire a student to assist with education program initiatives from May – August 2019.

Students will assist in the delivery of education programs to K-12 students from May – June 2019 and to summer camp groups from July – August 2019. Students will handle original artefacts as part of program delivery and in accordance with approved museum standards. Training and shadowing opportunities will be provided.

Students will work on two projects: (1) promoting and expanding the outreach programs to assist the Hall in reaching a national audience; (2) developing new in-house programs to complement three new exhibits.

For the first project, students will assist in expanding the "Sports and the Canadian Champions" virtual program by researching and writing content and potentially delivering this new program virtually to schools across Canada. Students will also assist in the development, and potential delivery, of a new in-school Hall of Famer outreach program to be delivered to large assemblies in schools in Calgary and the surrounding area.

For the second project, students will help develop curriculum-based programs directly related to the new 2019 exhibits. Program development will include research, concept development, reviewing processes with our stakeholders, locating and accessing video/artefact content for inclusion into the programming, writing scripts, creating interactive scavenger hunts/games/crafts, assisting with the final production elements, and potentially delivering these new in-house programs to schools and summer camps, as needed.

Students will:

- Learn current interpretive and museum teaching techniques while also expanding public speaking skills through the delivery of education and summer camp programs.
- Shadow existing presenters and, once familiar with the programs, deliver majority of tours for the contract duration.
- Learn how to handle original artefacts in accordance with approved museum standards.
- Research the new K-4 Alberta curriculum and become familiar with the existing grades 5-12 Alberta curriculums.
- Learn how to access the collections database and research centre to utilize in-house research materials to use in program research and development.
- Produce engaging and interactive in-house, virtual and in-school education programs based on their research and the Alberta curriculum.
- Learn and expand marketing and design skills through assisting in the promotion of new outreach programs.
- Build professional network through liaising with museum education stakeholders, as required.
- Attend regular meetings with the education team to ensure that the content being researched and developed meets the guidelines for content development.

- Assist with the set-up and running of special events at Canada's Sports Hall of Fame.
- Assist Visitor Services, such as covering lunches, as required.

Qualifications:

- Students must be attending a post-secondary program full-time and be registered with Young Canada Works to be eligible for this position. Preference will be given to students in education, museum studies, kinesiology, sports medicine, or related fields.
- Experience or interest in teaching/presenting and working with school aged students is required. An interest in sport history is an asset.
- Excellent presentation and interpersonal skills are required.
- Ability to work and be flexible in a fast-paced and changing environment is required.
- Ability to work independently with intermediate Microsoft Office skills is required.
- Intermediate French is an asset, but is not required.
- Previous experience handling artefacts is an asset, but not required.
- Strong writing and communication skills are required.
- Students must have strong organizational skills and be able to meet deliverables.
- Students must have a high level of attention to detail.
- Students may need to be able to lift up to 25 lbs.
- Students will be required to provide or obtain a valid vulnerable sector police check.

**Application Deadline: April 8, 2019**

Interviews will be conducted by the Manager of Education and Programming between **April 22-May 3, 2019**. A maximum of 5 candidates will be interviewed.

Anticipated start date is May 13, 2019 and end date is August 30, 2019. **Positions and dates are subject to funding.**

**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.

**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.

Please submit your resume (max. 3 pages) and cover letter in one document, as well as a writing sample (no more than 1 page) of your choice, to:

Katelyn Roughley  
 Manager of Education and Programming  
 E-mail: [kroughley@cshof.ca](mailto:kroughley@cshof.ca)  
 Canada's Sports Hall of Fame  
 169 Canada Olympic Rd. S.W.  
 Calgary, Alberta T3B 6B7