

Archival Management Technician

Hourly Wage: \$15.00

of youth requested: 1

Start Date: November 22, 2021 – February 4, 2022 (one week of unpaid leave – December 27 – 31, 2021)

of weeks: 10

of hours/week: 35

Responsibilities

Under the direction of the Manager, Facility and Technology Integration the youth will have the following responsibilities:

- Catalogue and/or cross reference our video/film/photo library of intangible digital assets created by Canada's Sports Hall of Fame over the past 20+ years.
- Place all digital content in its appropriate folders within an established hierarchy on the network.
- Create a detailed manual for each responsibility below that describes the standards for access and use of content, location of content, adding additional content and licensing.
- Locate, store and create spreadsheet.

Youth will:

- Catalogue and document the location and supporting transcripts and agreements of the 208 digital interviews of Hall of Famers.
- Catalogue and document the location and supporting licensing for all Induction vignettes and Induction broadcast content since the early 1990's.
- Catalogue and organize all digital photos taken at Induction/Gala and other events since the early 1990's.
- Catalogue and organize all third party digital content compiled over the past 10 years.

Language required for job: English

Supervision:

Supervision and professional support will be provided by the Manager, Facility and Technology Integration on a daily basis, who will review the youth's work, ensure the completion of tasks, provide job-specific training, evaluate the quality of work, provide feedback on performance, and ensure the work environment health and safety measures are enacted, including measures to provide a work environment free of harassment and discrimination.

The youth will be provided with existing standards documents, access to all physical and digital intangible assets and physical copies of agreements and licensing documents. Working directly with the Manager, Facility and Technology Integration, youth will be required to demonstrate their knowledge before actual implementation. They will also be required to read and abide by

the Employee Handbook, and will be provided with CSHoF's current mission, vision and value statements in order to better understand the purpose, mandate and goals of the museum.

The youth will also liaise with the Vice-President and COO who will share the existing protocols for cataloguing collection materials and care and handling when accessing original materials.

Weekly meetings will be held with the entire production team so that any problems or concerns can be addressed. They can also use these meetings to bring forth questions and ideas for collaboration on their assigned projects. The youth will be encouraged to present project reports throughout the entire project and to ask questions when they need assistance. The youth will also engage in weekly staff meetings so they can understand the knowledge of other museum department work and network with these staff.

The Manager, Facility and Technology Integration will provide assistance in the growth and development of the youth by managing and directing them through each phase of their projects and ensure they are on track and on schedule based on the work plan submitted.

Qualifications:

- 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 PastPerfect5 database is an asset but not required
- Previous experience handling artefacts is an asset but not required
- Strong writing skill is an asset
- Technician must have strong organizational skills, and be able to meet deliverables
- Technician must have high level of attention to detail
- Technician will be required to provide or obtain a valid vulnerable sector police check
- Technician will need to be able to lift up to 25 lbs.

Application Deadline: October 29, 2021

Interviews will be conducted by the Manager, Facility and Technology Integration and the Vice-President & COO the week of November 1-5, 2021. A maximum of 5 candidates will be interviewed.

Start date to be November 22, 2021. End date to be February 4, 2022 (one week of unpaid time off – December 27 – 31, 2021).

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.

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.

Submit your cover letter and resume in one document as a PDF to:

Greg Beausoleil, Manager, Facility and Technology Integration

Canada's Sports Hall of Fame

169 Canada Olympic Rd. S.W.

Calgary, Alberta T3B 6B7

or via e-mail: itsupport@cshof.ca

Please state in your application how you came across this job posting. Applications without cover letters will not be considered.