

Canada's Sports Hall of Fame seeks to hire a Digital Asset Cataloguer Intern through the Young Canada Works at Building Careers in Heritage program.

Program Stream: Young Canada Works at Building Careers in Heritage

Job title: Digital Asset Cataloguer Intern

Organization Name: Canada's Sports Hall of Fame

Job location: Calgary, AB

Canada's Sports Hall of Fame
169 Canada Olympic Rd. S.W.
Calgary, Alberta T3B 6B7

Length of Assignment: 24-week duration

Hourly wage: \$19.00, 35 hours/week

Term: October 10, 2022 – March 31, 2023 (unpaid leave between December 26-30, 2022).

Job Description:

Canada's Sports Hall of Fame (CSHoF) is seeking one intern to:

- Catalogue into our Past Perfect 5 (PP5) database our collection of digital assets related to two main collections housed at Canada's Sports Hall of Fame. The first collection includes a series of video vignettes that have been produced since the early 1990's – Present and represent up to five minutes of content related to the individuals inducted into Canada's Sports Hall of Fame. Some of these videos include Indigenous athletes like Sharon & Shirley Firth, Gaylord Powless, Ross Powless, Alwyn Morris and Waneek Horn-Miller to name a few. Other Hall of Famers include Mark Tewksbury, Damon Allen, Michael Clemons, and Laurie Graham. In total over 200 vignettes will be catalogued.
- Catalogue into our Past Perfect 5 database our collection of digital photos related to our Induction events and May Gala event from 1975 to present. All non-digital images have already been digitized (1975-2004) but need to be added to the PP5 database. There are approximately 3,500 images.
- Make this content available on CSHoF servers so staff can utilize the video and images as part of our virtual strategies within our education, marketing, off-site/virtual exhibitions and event programs.
- Make this content available through our PastPerfect online portal so that content can be viewed and made accessible to the general public as a link through our website – sportshall.ca.

- Catalogue into our Past Perfect 5 (PP5) database our collection of digital assets related to two main collections housed at Canada's Sports Hall of Fame. The first collection includes a series of video vignettes that have been produced since the early 1990's – Present and represent up to five minutes of content related to the individuals inducted into Canada's Sports Hall of Fame. The cataloguing process will involve entering data into approximately 50 fields of information, including a transcript for each video, will be included for each record. The licensing details will also be attached to each record as well. Thumbnails of each video will be created and attached to each catalogue record.
- Catalogue into our Past Perfect 5 database our collection of digital photos related to our Induction events and May Gala event from 1975 to present. All non-digital images have already been digitized (1975-2004) but need to be added to the PP5 database. There are approximately 3,500 images. The cataloguing process will involve entering data into approximately 50 fields of information including details of whom appears in each photograph so the names can be searchable. Thumbnails of each photo will also be attached to each record along with the licensing details.
- Make this content available on CSHoF servers so staff can utilize the video and images as part of our virtual strategies within our education, marketing, off-site/virtual exhibitions and event programs. This process will involve working with our Director of IT to formalize the server location the content will reside on for all staff access.
- Make this content available through our PastPerfect online portal so that content can be viewed and made accessible to the general public as a link through our website – sportshall.ca. As the records are catalogued into PP5, they can be automatically linked for export in the PP5 online portal. This will be an additional step to cataloguing that will be done to make the final export easy to complete. Consultation will also be made with the marketing team to coordinate the google analytics to ensure regular analytics can be acquired for the access and use of the content.

Qualifications:

Field of Study: Bachelor's degree or certificate in history, anthropology, archaeology museum studies, library science, Indigenous studies, sport history, or heritage conservation would be an asset.

Excellent English research and writing skills, organizational skills and an ability to work in a fast-paced environment to meet deliverables with a high level of attention to detail is very important. Basic French writing and reading skills would be an asset.

Intern needs to be a well organized, independent worker and have intermediate to advanced computer skills (database management software for museums, preferably Past Perfect 5, and Microsoft office).

Intern will need to be able to lift 40-50 lbs.

Interest or background in sport or sport history is an asset.

Previous artefact handling, exhibit, and collections management, particularly cataloguing experience is required.

The intern will be required to obtain a valid vulnerable sector police check.

HOW TO APPLY

Submit a resume (max. 2 pages) and cover letter (max. 1 page) to Janice Smith, Vice-President & COO at jsmith@cshof.ca by September 1, 2022 Please submit a cover letter and resume as one PDF.

Applicants who do not follow the above guidelines will not be invited for an interview.

Interviews will be conducted by the Vice-President & COO between September 12-16, 2022. A maximum of 5 candidates will be interviewed.

Interviews will consist of asking a standard set of interview questions to determine their YCW-BCH eligibility and fit for the role.

Deadline for applications: September 1, 2022

Estimated Contract Dates: October 10, 2022 – March 31, 2023 (unpaid leave between December 26-30, 2022).

Eligibility:

The intern will be required to obtain a valid vulnerable sector police check.

As per the [2022 YCW-BCH eligibility requirements](#), an individual may be eligible for an internship if they:

- are a Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);

- are legally entitled to work in Canada;
- are between 16 and 30 years of age at the start of employment;
- are willing to commit to the full duration of the work assignment;
- will not have another full-time job (over 30 hours a week) while employed with the program;
- are unemployed or underemployed;
- are a college or university graduate; and
- are not receiving Employment Insurance (EI) benefits while employed with the program.

CANADA'S JOB EQUITY GROUPS

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 all members of Canada's job equity groups. **Preference will be given to applicants who self-identify as: Women, Indigenous Peoples, persons living with disabilities, and/or members of visible minorities.**

About Us:

Canada's Sports Hall of Fame is a registered charitable organization and has been a vital cultural institution in Canada for more than 65 years. As Canada's only national museum of sport, the organization's focus is on recognition, education, curation and thought leadership with an emphasis on educating youth on the values, history and culture of sport in this country. These four pillars help to support and celebrate Canada's sport heroes who have reached the pinnacle of their careers and are going "beyond the win" and making monumental contributions to our society.

Nearly 700 Hall of Famers have been inducted into Canada's Sports Hall of Fame since its establishment in 1955 and as of 2019, the Order of Sport, Canada's highest sporting honour, is awarded as part of Induction to Canada's top athletes and builders for their ongoing role in building Canada through the transformative power of sport.

Charitable Registration Number 118828631 RR0001

OUR MISSION:

To recognize and cherish Canadians who have achieved the highest level of sporting accomplishment and who have the passion and purpose to go beyond their success, educating **all Canadians** on the value, history, and culture of sport in this country.

OUR VISION:

Building Canada through the Transformative Power of Sport.

OUR VALUES:

- Respect

- Equality
- Fairness
- Openness
- Excellence

OUR AIMS:

- We recognize the highest level of sporting accomplishment with the *Order of Sport* honour.
- We celebrate diversity, inclusion, accessibility and reconciliation.
- We are community builders.
- We celebrate competitive spirit converted into community spirit.
- We connect sport + social purpose.
- We educate all Canadians on the values, history, and culture of sport.

Characteristics of City/Region:

Calgary is one of the fastest growing energetic cities in the world. In the past 20 years, Calgary has hosted more international sport competitions than the combined total of the three largest cities in Canada. The Calgary/Bow corridor area has been the primary training and preparation site for many of Canada's top athletes in winter and summer sports, both at the Olympic and Paralympic Games. Calgary is the only city in Canada where over 50% of citizens regularly visit museums and attend performing arts events. Calgary was designated a Cultural Capital of Canada for 2012. Metropolitan Calgary population 1.5 M.

Canada's Sports Hall of Fame officially opened in Calgary at Canada Olympic Park on July 1, 2011.

City of Calgary website: calgary.ca

Tourism Calgary website: visitcalgary.com

Calgary Attractions website: <https://www.calgaryattractions.com/new/>

Canada's Sports Hall of Fame website: sportshall.ca and <https://beyondthewin.ca/>