

# Information Technology Assistant

**Program Stream:** Young Canada Works at Building Careers in Heritage

**Job title:** Information Technology Assistant

**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:** July 3, 2023 – December 15, 2023

## **Job Description:**

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

To assist with the desktop and laptop digital asset migration of data from 20+ existing laptops and servers that are used daily as part of CSHoF's collections management protocols.

To assist with the data integrity during the data migration of the digital asset content to the new servers, delete duplication, and provide easy access to staff to the assets and for sharing on two national platforms (Past Perfect online database and Artefacts Canada).

To assist with the development, creation and maintenance of an accurate technical support document for all staff moving forward that includes procedural compliance documentation.

## **Tasks:**

Collaborate with the Director, Facility & Technology Integration (DFTI) to get a full understanding of the existing infrastructure as it relates to the types of digital content, the file types, existing and planned backup systems (ie. servers vs. cloud based options).

Collaborate with the Digital Asset Coordinator (DAC) to understand the types of digital content that has been collected since the 1960's as it relates to Canada's Sports Hall of Fame's history and Hall of Famers and understand how the content has been used in the past and how it is planned to be used in the future.

After the collaborations are complete, the intern will undertake research to develop the best practices processes for removing digital content from all technology sources and make recommendations on the creation of a metadata plan and confirm where to save all digital content based on the importance level of the content and need for accessibility. This will include 20+ laptops, servers, and many existing portable hard drives. The intern will provide recommendations on the process to migrate the digital content to the location of choice.

Assist the DAC with the compilation of digital data to upload to Past Perfect online and Artefacts Canada. Provide all final support documentation to staff to ensure they follow procedures and guidelines developed to manage all future digital content.

#### **Qualifications:**

- The successful candidate must be a recent graduate of a recognized college or university program in Film and Video Production / Television and Broadcast News Production and New Media program and under the age of 30, per YCW guidelines, at the beginning date of the term.
- Candidates must have good interpersonal skills and intermediate to advanced computer skills (Adobe Creative Cloud Suite, Mac OS, Windows OS, Microsoft office).
- Proficient with non-linear editors such as Adobe Creative Suite products, including Premier Pro and After Effects, DaVinci Resolve, Audition, and Photoshop.
- Excellent English writing skills, organizational skills, and an ability to work in a fast-paced environment to meet deliverables are very important.
- Be proficient in creating and maintaining an organized file structure in 'File Explorer' and 'the Finder'.
- Good organizational and administrative skills, ability to work well under pressure, independently, and as part of a team environment.
- Basic knowledge of IT structure, networking, laptops, desktops, and storage methods.

To be successful in this role, the intern must also possess the ability to work both independently and as part of a team; excellent communication abilities (verbal, nonverbal, and written); exceptional client service; adaptability and flexibility to manage shifting priorities; excellent ability to manage and catalog video assets; and categorize or remove content based on the needs of the organization. The intern will be required to obtain a valid vulnerable sector police check.

#### **FIELD OF STUDY**

Relevant fields of study include, but are not limited to:

Information Technology Services, Film and Video Production, Television and Broadcast News, New Media Production Design, Office Administration, Microsoft Office, Graphic Design, Web Design, Data Management

#### **HOW TO APPLY**

The preliminary application process will include submitting a resume (max. 2 pages) and cover letter (max. 1 page) Director, Facility & Technology Integration at [gcavanaugh@cshof.ca](mailto:gcavanaugh@cshof.ca) The cover letter and resume should be combined as one PDF. The application will be assessed on the candidates credentials/experience and the ability to follow specific instructions.

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

**Interviews will be conducted by the Director, Facility & Technology Integration between June 19-23, 2023 (subject to funding). A maximum of 5 candidates will be interviewed.**

Interviews will consist of two parts: (1) A 3-minute presentation by the candidate on the process of video/data content maintenance and storage, (2) a standard set of interview questions to determine their YCW-BCH eligibility and fit for the role.

**Deadline for applications: June 2, 2023**

**Estimated Contract Dates: July 3, 2023 – December 15, 2023**

**Eligibility:**

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

As per the 2023 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.
- Note: Priority will be given to graduates that have not previously participated in YCW internship programs.

**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 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 66 years. As Canada's only national museum of sport, the organization's mandate is to 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 – helping to build Canada through the transformative power of sport. Through three guiding pillars; curation, education and recognition, Canada's Sports Hall of Fame is driven by a purpose of inspiring the leaders of tomorrow through the invaluable lessons of sport. Doing so in the community, in the classroom, and in recognizing role models.

Over 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](http://calgary.ca)

Tourism Calgary website: [visitcalgary.com](http://visitcalgary.com)

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

Canada's Sports Hall of Fame website: [sportshall.ca](http://sportshall.ca) [orderofsport.ca](http://orderofsport.ca) and [beyondthewin.ca](http://beyondthewin.ca)