

**Program Stream:** Canada Summer Jobs

**Organization Name:** [Canada's Sports Hall of Fame](#)

**Job location:** Calgary, AB – Work will be performed onsite, subject to Covid-19 restrictions.

**Job Title:** Museum Educator (*August Start*)

**Hourly Wage:** \$15.00, 35 hours/week

**# of available positions:** 1

**Length of Assignment:** 10-week duration

**Term:** August 30, 2021 – November 5, 2021

## Responsibilities

Under the direction of the Manager, Education and Programming at Canada's Sports Hall of Fame, we are seeking one Museum Educator to assist with the development, expansion, delivery and promotion of virtual education programs, specifically:

- (a) assisting with program research and development (including scripts, curriculum research, interactive engagement activities, teacher guides, etc.) relating to the creation of a new [Artefact Talks](#) virtual education program;
- (b) learning and delivering the existing menu of *Artefact Talks* programs;
- (c) assisting with researching, writing and potentially delivering talking points about Hall of Famer memorabilia related to the roster of [Beyond the Win: Hall of Famers on Tour](#) speakers.
- (d) helping create promotional material content for education programming, as needed.

*Artefact Talks* are 45-minute virtual education programs delivered in real-time! With Q&A engagement and WebRotate 360® software showcasing one-of-a-kind artefacts, these inquiry-based education programs simulate an in-person field trip experience from the safety and comfort of the classroom!

*Beyond the Win: Hall of Famers on Tour* programs are virtual education presentations that connect Hall of Famers with students in real-time to share their stories of how they've reached the pinnacle of their careers and are going "beyond their wins" to champion good in their communities. Our education programs aim to equip youth with critical life skills, lessons and tools for success and creating a moment where students discover for themselves that sport teaches more than sport.

## Description of Tasks

Youth will:

- Learn current interpretive and museum teaching techniques while also expanding public speaking skills through the delivery of education programs.
- Learn existing education programs and deliver them virtually to students/participants of a variety of ages and demographics, including senior groups.
- Learn how to handle original artefacts in accordance with museum standards and assist with showcasing and handling artefacts.

- Learn how to request collections database materials from the curatorial department and access the research centre for program research and development.
- Research applicable provincial curricula.
- Research and liaise with senior homes that may be interested in receiving virtual programming.
- Produce engaging and interactive education program content by researching, developing and writing content for education programming related to virtual *Beyond the Win* and *Artefact Talks* programs, specifically scripts, teacher guides, curriculum, educational activities, artefact talking points, etc.
- Help organize the education volunteers to deliver programs.
- Attend education and staff meetings to ensure that the content being researched and developed meets guidelines, department expectations and deadlines.
- Assist with the creation of content for marketing materials to promote education programs, as needed. This may include social media content, website content, newsletters and/or rack cards/booklets/flat sheets.
- Help with program preparation/setup/cleanup.
- Assisting with scheduling bookings, as needed.
- Other duties, as required.

**Language required for job:** English. French is an asset.

**Supervision:** Supervision and professional support will be provided by the Manager of Education and Programming.

**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 and/or 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.

To be successful in this role, applicants must possess: the ability to work both independently and as part of a team; excellent communication abilities (verbal, non-verbal and written); exceptional client service; adaptability and flexibility to manage shifting priorities; excellent grammar, spelling and creative writing skills with the ability to tailor education materials to the needs and learning outcomes of specific age groups and provincial curricula; and, comfort with public speaking and working with participants from a wide demographic. **The successful candidate will be required to obtain a valid vulnerable sector police check.**

**Application Deadline: June 30, 2021**

Interviews will be conducted by the Manager, Education and Programming between July 5-16, 2021. A maximum of 5 candidates will be interviewed.

### **How to Apply:**

Please submit a cover letter (max. 1 page) and resume (max. 2 pages) combined as one PDF to Katelyn Roughley, Manager of Education and Programming at [kroughley@cshof.ca](mailto:kroughley@cshof.ca) along with a *creative* writing sample (one page or less) that demonstrates your written communication skills. Please state in your application how you came across this job posting. **Applicants who do not follow the above guidelines will not be invited for an interview.**

Interviews will consist of two parts: (1) A 3-minute *verbal* presentation (no visuals or PowerPoints are required) about an Indigenous Hall of Famer of your choice inducted into Canada's Sports Hall of Fame (imagining that the audience comprises of students from grades 4-6); and, (2) a standard set of interview questions to determine your eligibility and fit for the role.

### **Eligibility**

#### **Per Canada Summer Jobs, 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.

\*The youth must be 15 years of age at the beginning of the employment period. The youth may be more than 30 years of age at the end of the employment period as long as the youth was 30 at the beginning of the employment period.

**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 all members of Canada's job equity groups.

### **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)