

# MUSEUM EDUCATOR

**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

**SALARY:** \$38,000 - \$40,000 + Benefit Plan (employer pays 50% of fees); free onsite parking at WinSport

**HOURS OF WORK:** Monday – Friday, 8:30 am – 5:00 pm; 40 hours/week

**TERM:** Permanent (anticipated start date is late-August or early-September 2021)



Canada's Sports Hall of Fame has an exciting and rewarding **NEW permanent, full-time Museum Educator** role available for an **experienced** educator!

Are you a team player who believes in a fun and rewarding work culture? Someone who is customer service driven and enjoys working with audiences from a wide demographic?

This **NEW** role will be comprised of 50% virtual program delivery, 35% developing new education content, 15% assisting with administrative work.

Our ideal candidate will be familiar with developing education programming and creating supplementary resources for teachers, linking provincial curricula to lesson plans/programs, and understands the value of informal, participatory learning. The successful candidate will have excellent creative writing and public speaking skills, exceptional attention to detail, and at least one year of experience delivering education content (preferably virtually). It is an asset if you have experience handling artefacts, working with Indigenous communities and/or the ability to speak French.

## **RESPONSIBILITIES**

Under the direction of the Manager, Education & Programming, the Museum Educator will be responsible for providing assistance to the Education Department and facilitating programming, as outlined below.

## **DUTIES/TASKS**

Learn and facilitate the existing menu of education programs and new programs as they are developed, as well as learn and demonstrate proper care and handling of artefacts.

Learn current interpretive and teaching techniques to best capture and keep an audience's attention, especially participatory and inquiry-based learning, and be open to constructive feedback.

Assist with education program preparation, materials, setup and cleanup.

Work with the Manager, Education and Programming to brainstorm and identify programming opportunities to reach new markets; research and develop new education programs and help develop all related materials (e.g. scripts, media/digital asset/artefact lists, education activities, curriculum connections, booking/evaluation forms, etc.).

Stay informed on best practices as they relate to reconciliation, the Truth and Reconciliation Commission of Canada's Calls to Action, the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and learn how to be a good ally and develop cultural agility.

Assist with coordinating education programs and bookings, as required.

Assist with compiling education statistics and evaluation metrics, as required.

Attend and assist with preparation for conferences, exhibitor booths, and meetings related to the Education Department, as required.

Assist with writing and researching grants and writing reports for funders, grantors, and the Board of Governors, as requested.

Assist with all annual events, including the Sport + Spirit Charity Gala, Induction Festival, and any other major events as they arise.

Attend all Staff and Education meetings.

Other duties, as assigned.

## QUALIFICATIONS

Must possess a university degree in a relevant field, such as Education/Museum Studies/Indigenous Studies/Sport Management or equivalent and at least one-two years of experience delivering programming to various audiences and demographics. Cultural agility is a requirement. Ability to speak French is an asset.

## SKILLS/EXPERIENCE

- Ability to memorize facts and historic information.
- Experience and comfort with public speaking.
- Strong communication skills in English, both written and verbal.
- Engaging storyteller with excellent creative writing skills.
- Experience delivering programs and working with various audiences and demographics, especially school-age youth.
- Experience facilitating programs virtually is an asset.
- Ability to tailor programming to multiple learning styles and audience needs.
- Experience working with provincial curricula and ability to develop education content that meets general provincial learning outcomes.
- Possess cultural agility: The ability to work respectfully, knowledgeably and effectively with Indigenous Peoples and underrepresented groups in Canada, respecting differing cultural perspectives, and being open to experience a personal shift in perspective.
- Experience working with Indigenous communities is an asset.
- Contribute to a good work culture (i.e., attitudes, beliefs and behaviours align with overarching strategic goals and atmosphere/environment of Canada's Sports Hall of Fame).
- Intermediate Microsoft Office skills, especially Excel, Word and Outlook.
- Good organizational and administrative skills, high attention to detail, and ability to work well under pressure, independently and as part of a team.
- Customer service oriented, punctual and reliable.

**The successful candidate will be required to provide or obtain a valid vulnerable sector police check.**

## APPLICATION DEADLINE: JULY 9, 2021

Interviews will be conducted by the Manager, Education and Programming and Vice President & COO the week of July 12-16, 2021. Interviews may be conducted onsite or virtually.

## 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:

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.

**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.