



Inspiring the future.

**Position Title:** Archival/Curatorial Assistant  
**Position Type:** Young Canada Works  
**Posting Deadline:** August 13, 2021  
**Position Type:** Part-time / 385 hrs  
**Salary:** \$15.50/hr  
**Start Date:** August 2021

**Background:**

The BC Sports Hall of Fame is offering an exciting opportunity to become a member of our team dedicated to serving the organization's mission of Honoring the Past and Inspiring the Future. The Museum Assistant is responsible for delivering exceptional customer service to the visitors of the BC Sports Hall of Fame and at our community experience events.

*The BC Sports Hall of Fame preserves and honors BC's sport heritage by recognizing extraordinary achievement in sport by using our collection and stories to inspire all British Columbians to pursue their dreams. Located at Gate A of BC Place, the Hall showcases accomplishments of individual athletes and teams, as well as those who have contributed to the development of sport in the province. [www.bcsportshall.com](http://www.bcsportshall.com).*

**Position Overview:**

The Museum Assistant fulfills a key role within the BC Sports Hall of Fame performing many tasks within the organization.

Key responsibilities include:

- Support data entry and scanning of documents for the new Collection Management Software
- Assist in the installation of artifacts and other display elements
- Assist curator with various daily tasks, including cataloging new acquisitions, filing archival documents, preparing outreach displays, completing internal research requests and research projects
- Assist in the general care and handling of the BC Sports Hall of Fame artifact and archival collections
- Assist curator with a review of the exhibit content to ensure the integrity of the items on display
- Respond to request for research and photos from the public through phone and email
- Visitor liaison (ensure visitors have a positive memorable experience through high level of customer service) while hosting at outreach events
- Visitor Reception duties
- Assist with outreach and educational programs as required
- Maintain Covid-19 Safety Policies and Procedures

The Archival/Curatorial Assistant is joining a staff team of six and will be involved in many areas of the operations. We are seeking a candidate who is passionate about sports and sport history. The candidate should enjoy working with people and have an interest in inspiring and educating the citizens of the province. By joining our staff team the candidate must show the drive and desire to support our organization and to take it to its highest potential.

**Qualifications:**

- Students under the age of 30 who were registered as full time students in the previous semester and who intend to return to full time studies in the fall (September 2021)
- Currently enrolled in a post-secondary institution, preferably in the areas of history, museum studies, or cultural resource management.
- Available July 27, 2021 to December 31, 2021. Must be able to work flexible hours when requested.
- Ability to multi task in fast-paced environment
- A willingness to learn, develop and achieve new skills for personal and professional development
- Interest or knowledge of sport history is not required, but certainly an asset
- Existing knowledge of exhibition creation, construction and coordination is not required but certainly an asset

As a staff member of the BC Sports Hall of Fame, the Archival/Curatorial will learn many valuable skills and experience a unique work environment.

**Training and Skill Development Provided:**

- Collection organization and management
- Conservation
- Exhibit planning, construction and coordination
- Exhibit maintenance and installation
- Cataloging
- Time Management
- Working independently but also as part of a larger staff team

**Covid 19 Considerations:**

All staff must be comfortable working the duration of their shift wearing a mask. The BC Sports Hall of Fame has a comprehensive Covid-19 Health and Safety Plan that must be adhered to and maintained at all times.

**Job posting deadline is Friday, August 13, 2021.**

**Please email your resume and cover letter to Jason Beck, Curator and Facility Director at [jason@bcsportshall.com](mailto:jason@bcsportshall.com). No phone calls and no third party employment agencies please.**