



BEYOND THE WIN

EDUCATION PROGRAMS



MUSEUM EDUCATION OFFICER

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 Education Officer

SALARY: \$45,000 & Benefit Plan after 3 Month Probation (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 May 2022)

OUR IDEAL CANDIDATE

Our ideal candidate will be an experienced programmer, storyteller or former educator with practical experience linking provincial curricula to lesson plans/programs. They will also have at least two years of practical teaching experience (classroom or museum based). The successful candidate will understand the value of inquiry- and object-based learning through multimodal education programming and appreciate the unique benefits of informal, participatory learning. It is integral to the success of this position that the candidate has extensive administrative skills, specifically exceptional attention to detail, advanced copy editing abilities, intermediate Microsoft Office skills, and excellent grammar/spelling.

RESPONSIBILITIES

Under the direction of the Manager, Education & Programming, this NEW role will provide administrative support (60%) to the Manager, Education & Programming, and deliver/develop/expand virtual education programs with an emphasis on provincial curriculum alignment (40%).

TASKS - ADMINISTRATION

- Support the Manager of Education and Programming's strategic vision for the Education Department, including contributing ideas and executing education/administrative tasks with a high degree of accuracy and efficiency to meet education program goals and objectives, including aggressive growth targets for increasing national virtual and in-school participation.
- Research and identify future education stakeholders, school divisions, and markets to increase awareness about the education programs and maintain respective databases.
- Efficiently book programs and correspond professionally with educators and organization leaders requesting field trips as well as Hall of Famers.
- Assess existing teacher guides and programs based on curriculum-alignment and update/edit existing documents as directed/as provincial curricula changes as well as develop curricular documents based on new education offerings and expansion into target provinces.
- Revise the Education Department's strategic plan, education policy and handbook based on the edits provided by the Manager, Education & Programming.

- Assist with writing grants and a variety of reports, such as evaluation, funder, departmental.
- Assist with compiling monthly education statistics and compile evaluation metrics, as requested.
- Edit new program scripts and related education materials created by education staff, volunteers and interns ensuring that a polished copy is presented to the Manager, Education & Programming for final review.
- Attend all Staff, Education, and Education-Marketing meetings; take minutes at all meetings and disperse to applicable education staff in a timely manner.
- Attend and assist with preparation for conferences, exhibitor booths, and meetings related to the Education Department.

TASKS - PROGRAMMING

- 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 in a back-up capacity to the lead Museum Educator.
- 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.
- Apply an understanding of how children and adults learn, and tailor the program delivery to meet the respective needs / preferences / learning styles.
- Handle artefacts in accordance with museum best practices.
- Assist with education program preparation, materials, setup and cleanup.
- Research and develop new education programs and help develop related materials with a specific focus on curriculum-alignment (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.

OTHER

- Assist with all annual events, including the Sport + Spirit Gala, National Indigenous Peoples Day, Order of Sport Awards, Teachers Conventions, and any other major events as they arise.
- Other duties, as assigned.



QUALIFICATIONS

Must possess a university degree (preferably Master's) in a relevant field, such as Education/Museum Studies or equivalent, and at least two years of full-time administration and teaching experience (classroom or museum based). Must have at least one year of experience working with curricula, including practical experience aligning lesson plans or programming with learning outcomes. Experience delivering programming to, or teaching, various audiences and demographics is required. Cultural agility is required. Ability to speak French is an asset.

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

SKILLS/EXPERIENCE

ADMINISTRATIVE (60%)

- High attention to detail, advanced copy editing abilities and excellent grammar/spelling.
- Intermediate to advanced Microsoft Office skills, specifically Excel, Word, PowerPoint, and Outlook. Some experience with website maintenance and KPIs is an asset.
- Advanced organizational skills and demonstrated leadership, accountability, initiative.
- Active listening skills with the ability to manage projects and complete tasks without errors and frequent reminders.
- Ability to adapt and work well under pressure while meeting changing priorities and deadlines.
- Successful grant writing experience in a not-for-profit capacity is an asset.
- Practical experience working with curricula and identifying learning outcomes around which programming is aligned.
- Experience developing education content, such as lesson plans or teacher guides, based on provincial learning outcomes.
- Experience coordinating and organizing meetings, bookings, events and corresponding professionally with a variety of stakeholders.
- Experience in developing evaluations and compiling statistics/metrics/KPIs and integrating feedback.
- Experience writing reports for high-level stakeholders, such as funders and Board of Governors.
- Ability to work independently, as part of a team, and take constructive feedback.
- Customer service oriented, punctual and reliable – overall positive and respectful demeanor.

PROGRAMMING (40%)

- Engaging and experienced storyteller; comfort with public speaking.
- Experience delivering programs and working with various audiences and demographics, especially school-age youth.
- Ability to tailor programming to multiple learning styles and audience needs.
- An understanding of how children and adults learn and the ability to apply this.
- Ability to memorize facts and historic information.
- Knowledge and application of multimodal education frameworks, inquiry-based learning, and understanding of the benefits of informal, participatory teaching.

OTHER

- Contribute to a good work culture.
- Experience working with Indigenous communities is an asset.
- Experience with design software such as Canva and Publisher is an asset.
- Ability to speak and write in French (or other languages) is an asset.
- Experience facilitating programs *virtually* is an asset.

APPLICATION DEADLINE: April 15, 2022 – Will Remain Open until Filled

Interviews will be conducted, onsite or virtually, by the Manager, Education and Programming and Vice President & COO April 18-29, 2022.

HOW TO APPLY:

Please submit a cover letter (max. 1 page) stating how you meet the qualifications and required experience, and a resume (max. 2 pages) along with a *creative* writing sample (one page or less) that demonstrates your written communication skills. Application must be submitted as one combined PDF to Katelyn Roughley, Manager of Education and Programming at kroughley@cshof.ca. 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.