

# Museum Virtual Education Intern

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

**Job title:** Museum Virtual Education Intern

**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:** October 10, 2022 – March 31, 2023 (unpaid leave between December 26-30, 2022).

## **Job Description:**

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

1. Help expand the existing menu of Artefact Talks, a national virtual education program delivered to students in grade 3 – university, through researching and developing a new program focused on health and wellness, specifically nutrition, physical exercise and the risks of substance abuse. In addition to script research and development, the intern will create education materials related to the program, such as connections to target provincial curricula, teacher guides, program title and description, and they will help select media and artefacts.
2. Learn and facilitate two of the existing Artefact Talks programs, contributing to the intern's understanding of developing the new program.

## **Tasks:**

- Research and develop a new program for both Indigenous and non-Indigenous youth focused on health and wellness, specifically nutrition, physical exercise and substance abuse.
- Use creative writing skills to develop a program script and deliver program at least once during internship.
- Develop education materials related to the program, such as identifying connections to target provincial curricula, teacher guides (educational activities), program title and description, selection of media and artefacts.
- Learn and facilitate two of the existing Artefact Talks programs helping to grow the intern's understanding of these programs and teacher/CSHoF expectations with respect to curricular-alignment, age appropriateness, length, etc.
- Facilitate at least 25 existing programs during their internship.
- Learn current interpretive and museum teaching techniques.
- Handle original artefacts in accordance with approved museum standards.

- Liaise with Hall of Famers, school representatives, Education Volunteers, and CSHoF staff in a professional manner.
- Learn how to appropriately request collections database materials from the curatorial department and access the research centre for program research and development.
- Attend regular meetings with the education team and wider staff to ensure that the content being researched and developed meets guidelines, department expectations and deadlines.
- Assist with any education-related task, as needed.
- Other duties, as assigned, such as the preparation of our annual exhibitor booth at the Calgary City Teachers' Convention, school divisions' Professional Development days, and other events hosted by CSHoF, such as the Order of Sport Awards and May Gala.

### **Qualifications:**

The successful candidate must be a recent college or university graduate (preferably of a museum studies, education or recreation management program) and under the age of 30, per the YCW-BCH guidelines, at the beginning date of the term.

Candidates must have good interpersonal skills and intermediate administrative competencies and computer knowledge, specifically using MS Office to successfully send professional correspondence to stakeholders, create calendar meeting invites, use Zoom to send meeting requests, record research and complete written projects using Word. Previous experience working with children is a definite asset. Excellent organizational skills and an ability to work in a fast-paced environment to meet deliverables and changing priorities is very important.

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

### **HOW TO APPLY**

The preliminary application process will include submitting a resume (max. 2 pages) and cover letter (max. 1 page) along with a writing sample (one page or less) that demonstrates your written communication skills as one document to Katelyn Roughley, Manager of Education and Programming at [kroughley@cshof.ca](mailto:kroughley@cshof.ca). The cover letter, resume, and writing sample should be combined as one PDF. The application will be assessed on proper use of grammar and spelling, creativity, relevance to the role (i.e., is the writing sample targeted to youth, is it about sport, does it feature a Hall of Famer inducted into CSHoF, etc.), candidate 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 Manager, Education and Programming between September 12, 2022 – September 16, 2022. A maximum of 5 candidates will be interviewed.**

Interviews will consist of two parts: (1) A 3-minute **verbal** presentation (no visuals or PowerPoints are required) by the candidate about a Hall of Famer of their 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 their YCW-BCH eligibility and fit for the role.

**Deadline for applications: September 6, 2022**

**Estimated Contract Dates: October 10 – March 31, 2023** (unpaid leave between December 27-30, 2022).

**Eligibility:**

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

As per the [2022 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.

**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/or 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 65 years. As Canada's only national museum of sport, the organization's focus is on recognition, education, curation and thought leadership with an emphasis on educating youth on the values, history and culture of sport in this country. These four pillars help to support and 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.

Nearly 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) and <https://beyondthewin.ca/>