



BC Sports Hall of Fame and Museum

Position Title: Archival/Curatorial Assistant
Position Type: Young Canada Works Position
Posting Deadline: May 13, 2014
Position Type: 12 weeks, full-time
Start Date: June 1, 2015 to August 21, 2015

Background:

The BC Sports Hall of Fame and Museum is a not-for-profit society, founded in 1966 to establish a permanent tribute to the outstanding individuals, teams, and builders of sport in the Province. The BC Sports Hall of Fame and Museum is largely volunteer driven by a Board of Trustees and is staffed by a team of four. The BC Sports Hall of Fame and Museum is normally located in BC Place Stadium and has 20,000 square feet of exciting exhibits displaying the passion and commitment of British Columbia's athletes and teams. Visitors are able to share the vision of those who achieved their dreams through dedication, talent and hard work. The BC Sports Hall of Fame and Museum is the ideal place for families, groups, and tourists to visit. More information is available on-line at www.bcsportshalloffame.com.

Position Overview:

The Archival/Curatorial Assistant fulfills a key role within the BC Sports Hall of Fame and Museum. The mission of the BC Sports Hall of Fame and Museum is to "Honour the Past Inspire the Future". The Archival/Curatorial Assistant will perform many tasks within the organization. Key responsibilities include:

- Coordinate shipping of new artifacts for exhibitions
- Research stories and source photographs/video for exhibitions
- Assist in installation of artifacts and other display elements, including the building and design of custom artifact mounts and plinths.
- Assist in the cataloguing of incoming donations of BC sport artifacts
- Assist in the general care and handling of the BC Sports Hall of Fame artifact collection and archives
- Assist curator with inventory control measures
- Assist curator with a review of the exhibit content to ensure integrity of the items on display
- Update Honoured Member profiles on the website
- Respond to requests for research and photos from the public using both telephone and email
- Assist with the BC Sport Heritage Program as required
- Support the operations and programs of the BC Sports Hall of Fame. For example, leading tours and assisting guests.

Qualifications:

As a key member of the BC Sports Hall of Fame and Museum, the Archival/Curatorial Assistant will learn many valuable skills and experience a unique work environment. Specific skills the job experience will help to develop include:

- Verbal, written, and computer communication
- Organization and time management
- Group and individual work
- Collection care and handling
- Appreciation and understanding of BC Sport Heritage
- Research for displays, reports, website, and museum programming
- Museum maintenance

Job postings will be posted, application deadline a couple of weeks later and then the interview process will begin. Only those candidates short listed will be contacted for interviews. Resume will be email or fax your cover letter to Cecilia Olmos, Administrator via cecilia@bcsportshalloffame.com or fax to 604-687-5510.