

## **BC Sports Hall of Fame**

**Position Title:** Archival/Curatorial Assistant  
**Position Type:** Full time contract for 12 weeks (May 22<sup>rd</sup> or June 12<sup>th</sup>)  
**Application Deadline:** May 11, 2017  
**Location:** BC Place Stadium, 777 Pacific Blvd., Vancouver, BC

The Archival/Curatorial Assistant fulfills a key role within the BC Sports Hall of Fame. The mission of the BC Sports Hall of Fame is to "Honour the Past and 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 installations of artifacts and other display elements, including the building and design of custom artifact mounts and plinths.
- Assist curator with various daily tasks as needed such as cataloguing new acquisitions
- Assist in the general care and handling of the BC Sports Hall of Fame artifact and archival collections
- Assist curator with inventory control
- Assist curator with minor conservation tasks
- 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 outreach or education programs as required.

### **Qualifications:**

As a staff member of the BC Sports Hall of Fame, 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:

- ❖ Must intend to return to studies in September
- ❖ Verbal, written, and computer communication
- ❖ Organization and time management
- ❖ Collection care and handling
- ❖ Appreciation and understanding of BC Sport Heritage
- ❖ Research for displays, reports, website, and museum programming
- ❖ Museum maintenance

Only those candidates short listed will be contacted for interviews. No phone calls please. Visit us at [www.bcsportshalloffame.com](http://www.bcsportshalloffame.com) to learn more about our organization.

Please email or fax your cover letter and resume to Rachel Harper at [Rachel@bcsportshalloffame.com](mailto:Rachel@bcsportshalloffame.com)