



**BC SPORTS  
HALL OF FAME**  
**BC Sports Hall of Fame**

**Position Title:** Curatorial and Research Coordinator  
**Position Type:** Full time contract for 6.5 months (October 10, 2017 to March 31, 2018) Timing depends on approval  
**Application Deadline:** October 12, 2017  
**Location:** BC Place Stadium, 777 Pacific Blvd., Vancouver, BC

The Curatorial and Research Coordinator 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 Curatorial and Research Coordinator will perform many tasks within the organization. Key responsibilities include:

- ❖ Search BC Sports Hall of Fame collection for Aboriginal sport artifacts and documents using searchable collection database
- ❖ Research primary and secondary sources for Aboriginal sport stories in BC Sports Hall of Fame archives
- ❖ Contact other British Columbia museums and hall of fame institutions to determine other potential Aboriginal sport stories and/or artifacts/photographs/footage available for possible loan/reproduction
- ❖ Manage a spreadsheet showing progress of contacting other institutions and sourcing/acquiring materials, essentially all Aboriginal Sport Gallery display materials
- ❖ Work with Aboriginal sport contacts to source interview subjects
- ❖ Set up interviews with subjects and record stories in sit-down or phone interview format
- ❖ Transcribe key stories from interviews into Microsoft Word documents
- ❖ Organize, format, transfer and edit digital video footage on video editing software
- ❖ Prepare exhibit audio-visual footage for display
- ❖ Participate in regular project planning/working committee meetings
- ❖ Assist curator with research, decision making, and planning for story/artifacts panels, photograph/video footage selections
- ❖ Assist with exhibit installation tasks, including preparation and placement of artifact mounts/holders/plinths, printing

and mounting story/artifact panels, and final artifact placements

### **Qualifications:**

As a staff member of the BC Sports Hall of Fame, the Curatorial and Research Coordinator will learn many valuable skills and experience a unique work environment. Specific skills the job experience will help to develop include:

- ❖ Graduate students working towards completing their degree, preferably with a background in museum studies or library sciences
- ❖ Available from September 1, 2017 to March 31, 2018. Must be comfortable in a busy environment and be able to handle many different tasks.
- ❖ Excellent interpersonal and communication skills.
- ❖ Must be comfortable with PC computer programs and have some basic knowledge pertaining to database software (Access/Excel) and input, as well as video editing software (Pinnacle) and basic graphic design (InDesign).
- ❖ Must be able to work within a team environment and independently from time to time
- ❖ Interest or knowledge of sport or history isn't required, but will be definite advantage in completing this project

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 Jason Beck, Curator at [jason.beck@bcsportshalloffame.com](mailto:jason.beck@bcsportshalloffame.com), Fax: 604-687-5510.