



Position Title: Curatorial and Research Coordinator
Position Type: Full time contract for 5 months (October 15, 2018 to March 30, 2019) Timing depends on approval
Application Deadline: October 10, 2018
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:

- ❖ Assess the BC Sports Hall of Fame's photograph collection and develop the structure of a searchable photo database.
- ❖ Research primary and secondary sources to add information and identification to photographs within the collection.
- ❖ Contact other British Columbia museums and hall of fame institutions to gather information on specific unidentified photographs.
- ❖ Input photo data into photo database.
- ❖ Develop plan for digital storage of photographic material and begin implementing digitization process of collection.
- ❖ Assist curator with research, decision making, and planning for the photograph collection

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 (under 30) working towards completing their degree, preferably with a background in museum studies or library sciences
- ❖ Available from October 15, 2018 to March 30, 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

Characteristics of City/Region

The BC Sports Hall of Fame is located in BC Place Stadium which is located in downtown Vancouver, British Columbia. BC Place Stadium and the BC Sports Hall of Fame & Museum are key destinations for visitors throughout tourist season. The BC Sports Hall of Fame is located near the Vancouver Public Library, Science World and Rogers Arena as well as many other popular attractions. The Curatorial and Research Coordinator will experience the exciting atmosphere of a downtown stadium as well as a busy tourist location. The BC Sports Hall of Fame is easily accessible by car, bus and Skytrain (Stadium Station) and within walking distance of the downtown centre.

Only those candidates short listed will be contacted for interviews. No phone calls please. Visit us at 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, Fax: 604-687-5510.