



NORTHWESTERN ONTARIO SPORTS HALL OF FAME

Job Posting - 2023 Summer Job Opportunity

Sports Museum Assistant

Tasks & Responsibilities:

To assist the Northwestern Ontario Sports Hall of Fame with its mandate to preserve and honour our regions sports heritage by assisting with the operation of our sports museum and tourist attraction. Specific tasks and responsibilities will include:

- welcoming visitors to the museum gallery and research facilities and providing heritage interpretation of exhibits and assistance with research projects
- assisting with educational and public programming activities and special events
- undertaking research and compiling information on significant sporting events and people from Northwestern Ontario that have contributed to the region's sports heritage
- interviewing members of the community for the purposes of creating oral histories
- assisting with various records management and curatorial projects
- assisting with information for the museums website and social media channels

As a member of a small team of employees, the individual will also contribute to other sports museum related activities and administrative and facility management functions as required.

The ideal candidate will possess the following education, skills & abilities:

- pursuing/obtained a degree/diploma in such programs as museum studies, education, history, library sciences, language arts, multi-media, journalism, kinesiology
- experience in customer service with an above average ability to interact with people of all ages and the ability to aid in providing information and interpretation
- familiarity and experience with various research techniques
- ability to understand and execute verbal and written instructions
- detail oriented with the ability to work independently and in a small team environment
- knowledge and interest in sports and community history
- excellent computer skills utilizing MS Office and proficient with social media and website management. Experience with Adobe Photoshop and Adobe Premiere video-editing and database software such as PastPerfect an asset

Eligibility:

Must be between 15 and 30 years of age at the start of the employment; be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations. International students are not eligible participants.

- **Rate of Pay:** \$ 16.50/hour
- **Hours per Week:** 30 hours
- **Length of Contract:** 9 weeks
- **Estimated Start Date:** June 20, 2023 **Estimated End Date:** August 19, 2023

How to Apply: Submit Resume and Cover Letter by June 2, 2023 to:

Diane Imrie, Executive Director, Northwestern Ontario Sports Hall of Fame,
219 May Street South, Thunder Bay ON P7E 1B5
phone: 622-2852 fax: 622-2736 email: nwosport@tbaytel.net