

# Sport Museum Curatorial Assistant

## Temporary Full-Time



### **Location:**

**Northwestern Ontario Sports Hall of Fame**  
219 May Street South, Thunder Bay ON P7E 1B5  
Tel: 807- 622-2852  
Email: [nwosport@tbaytel.net](mailto:nwosport@tbaytel.net)  
Website: [www.nwosportshalloffame.com](http://www.nwosportshalloffame.com)

The Northwestern Ontario Sports Hall of Fame opened in 1978 with a mandate to preserve and honour the region's rich and proud sports heritage, representing the Districts of Kenora, Rainy River and Thunder Bay. Incorporated as a not-for-profit organization, it is located in a heritage facility in downtown Thunder Bay South, beside City Hall, which includes a sports museum, Hall of Fame, library and archives and provides educational programs and tours for schools and community groups and serves as a tourist attraction.

### **Position Details:**

**Position Type:** Temporary Full-Time Contract  
**Hours:** 35 hours/week, Tuesday to Saturday  
**Length of Contract:** 48 weeks  
**Wage:** \$22/hour

### **Job Summary:**

The Northwestern Ontario Sports Hall of Fame is seeking a temporary full-time Curatorial Assistant to work under the general supervision of the Curator and Executive Director to help preserve and interpret northwestern Ontario sports history by acquiring, classifying, exhibiting and registering historic artifacts and participating in research, educational and public programming activities.

### **Major Duties:**

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:

- assisting with various records management and curatorial projects
- transfer existing card catalogue system and catalogue newer items into PastPerfect computer program, photographing and scanning items as required
- utilize digitized assets in programming (i.e. social media, on-line exhibits, in-house digital exhibits, etc)
- ensure basic preservation and conservation of artifacts
- ensure artifacts are placed in appropriate collection storage areas and are properly labeled and marked for ease of identification
- 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 sporting events and people from Northwestern Ontario that have contributed to the region's sports heritage
- meet requests for information regarding historical research
- collect information for museum records and use by the general public
- incorporate the collection into displays at the facility
- assist with the creation and execution of educational programs in-house, in the community and on-line
- assist in the promotion of exhibits and programming as required
- provide a variety of supportive services as directed by an administrative superior
- may supervise volunteers and other support personnel
- 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.

### **Candidate Profile**

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

- obtained a degree/diploma in such programs as museum studies, library science, education, history, language arts, art history, multi-media, journalism, kinesiology, sports management
- 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
- knowledge of principles and practices of artifact and records management, research, exhibit preparation and public programming
- ability to understand and execute verbal and written instructions
- detail oriented with the ability to work independently as part of a small team
- excellent computer skills utilizing MS Office and proficient with social media and website management
- good analytical, problem-solving and research skills
- knowledge of data gathering techniques, such as library/internet research or document analysis, to obtain information for curatorial use
- ability to communicate effectively both verbally and in writing
- Ability to follow oral and written instructions

#### **Assets, but not required:**

- demonstrated knowledge of Northwestern Ontario history
- knowledge and interest in sports
- experience working in a museum, gallery, heritage, cultural, educational or related environment
- experience with PastPerfect, collections management systems, Adobe Creative Suite (i.e. Photoshop, Premiere), Wix or other website software, social media, or similar software

**APPLICATIONS:**

Resume with cover letter emailed or dropped off to:

Diane Imrie, Executive Director

Northwestern Ontario Sports Hall of Fame

219 May Street S.,

Thunder Bay, ON P7E 1B5

[nwosport@tbaytel.net](mailto:nwosport@tbaytel.net)

Only applicants selected for an interview will be contacted.

Applicants must be legally entitled to work in Canada.

The Northwestern Ontario Sports Hall of Fame gratefully acknowledges that this position is being made possible through funding provided by the Ontario Trillium Foundation.