



SASKATCHEWAN SPORTS HALL OF FAME

CURATOR POSITION AVAILABLE

Who We Are:

The Saskatchewan Sports Hall of Fame (SSHF) is a progressive not-for-profit mid-sized NGO museum located in Regina. On an annual basis we offer temporary exhibits, in-house and through outreach opportunities, with themes derived from Saskatchewan's extensive sport history, as well as a celebration of those individuals and teams recognized in the Hall of Fame.

What the Opportunity is:

Reporting to the Executive Director, the Curator is accountable for the overall management, development, exhibiting and research of the SSHF permanent collection.

Key Areas of Responsibility:

- Sole responsibility for the acquisition, inventory and care of objects
- Research resulting in exhibitions, web-based applications and public programs
- Ensuring physical and intellectual access to the collection
- Supporting the delivery of education & public programming
- Participating in the ongoing strategic planning of the SSHF with regard to its present location, as well as new development

- The SSHF is a mid-size museum with a small staff of four (4). It is expected that all staff will get involved in the planning and implementation of other programming components and special events, not specifically defined in their job description, as required.
- A complete job description can be obtained by emailing Executive Director, Sheila Kelly, at skelly@sshfm.com

Core Competencies:

- Completion of a post-secondary degree or certificate in museum studies or a related discipline, in addition to a minimum two years of related work experience preferably in a NGO environment.
- Demonstrated research, exhibit design and project management skills.
- Demonstrated ability to communicate effectively both in the spoken and written word.
- Demonstrated ability to work independently and in a team environment with an ability to meet tight deadlines.
- High level understanding on Microsoft Office Suite. Experience with Adobe Creative Cloud would be an asset.
- Ability to work flex hours.
- Ability to travel and hold a valid driver's license.

Salary & Benefits:

- Full-time position: 37.5 hours/week (7.5 hours/day). Flexible hours of work.
- Annual salary range is \$42,000 - \$47,000. Salary will be commensurate with education and experience.
- Comprehensive benefits package.

Applications will begin being reviewed by Friday, January 18, 2019, however this competition will remain open until the position is filled.

To apply for this position please submit:

- Resume with three (3) work related references.
- Three (3) examples {photographs, brochures, live website links, etc.} of exhibits curated by yourself with budget references (development, fabrication, etc.) included, as well as duration of exhibit run.
- Three (3) writing samples produced within the past 12 months (i.e. research paper, exhibit text, etc.).

Please forward your applications to:

- Sheila Kelly, Executive Director, Saskatchewan Sports Hall of Fame, 2205 Victoria Avenue, Regina SK, S4P 0S4
- Email: skelly@sshfm.com

The Saskatchewan Sports Hall of Fame thanks all candidates for their submission. Only those individuals selected for an interview will be contacted.