



SASKATCHEWAN SPORTS HALL OF FAME

EMPLOYMENT OPPORTUNITY

The Saskatchewan Sports Hall of Fame is looking for a Part-time Collections Management Assistant

The Saskatchewan Sports Hall of Fame is looking for an organized and process-driven individual to assist in an exciting project that will see the reorganization of the majority of the SSHF's textile collection.

The SSHF is home to over 20,000 unique artifacts, with almost 5% of our collection being 'textiles' – jackets, jerseys and other clothing that represent Saskatchewan's rich sport history.

The **Part-time Collections Management Assistant** will execute the 'Clothing Textile Preservation' project at the Saskatchewan Sports Hall of Fame which aims to rehouse the current clothing collection which is primarily stored in textile boxes to a new hanging storage space.

This position is 15 hours/week for 30 weeks, with the ability for a flexible work schedule within the SSHF's regular operating hours, The hourly salary is \$20.00. This is a hands-on, physical position that requires the ability to lift heavy boxes and work on your feet for the duration of your shift. Strong work ethic, attention to detail and organizational skills are a must.

Overall position duties will include:

- Review of all textile collection inventory which includes:
 - Conducting up-to-day condition reporting on all textile artifacts, developing a process for identifying any items that may need conservation intervention
 - Ensuring all SSHF records and databases associated with each item are correct and up-to-date
 - Maintaining and following strict processes to keep inventory organized and safe throughout the relocation project
- Digitization of textile collection as required including:
 - Setting up and photographing any textiles that are not already photographed
 - Saving images in the appropriate folder with proper identification
 - Uploading to online database as needed
- Prep and management of a new storage solution
 - Prep designated storage area for hanging storage installation including removal and rehousing of material from designated area to other locations in SSHF storage

- Ordering and management of all physical supplies needed for proper conservation of project
- Weekly cleaning and checks of all storage areas
- Transfer of artifacts to the new storage solution
 - Proper handling and recording of the transfer of textile items from textile box storage to hanging storage
 - Organization based on accession number or material type, as recommended
 - Ensuring new location is updated in all SSHF databases and records

Position Evaluation

Success in the position will result in:

- Full rehousing of the clothing textile artifacts into the new storage solution
- Proper organization of clothing textile connection by accession number and/or material
- Proper upkeep and maintenance of all digital assets and documentation

Qualifications/Skills:

- Proven experience in inventory management and database maintenance
- Strong organizational skills and the ability to develop and follow consistent processes is required
- Ability to work alone and independently demonstrating project progress weekly
- Familiarity with basic museum standards and conservation practices considered an asset
- Ability to lift and move heavy boxes

Resumé:

- A resumé with three references should be forwarded sshf@sshfm.com to:
Saskatchewan Sports Hall of Fame and Museum – Attn: Executive Director
2205 Victoria Avenue
Regina, SK
S4P 0S4
- The Saskatchewan Sports Hall of Fame is committed to employment accessibility and equity. We encourage members from equity-deserving groups and communities to apply. This includes persons with disabilities, visible minorities, Indigenous persons, and persons of all gender identities and expressions and sexual orientations.

Deadline for applications to be received is **Friday, May 16, 2025**