



# SASKATCHEWAN SPORTS HALL OF FAME

## EMPLOYMENT OPPORTUNITY

**The Saskatchewan Sports Hall of Fame (SSHF) is looking for a Summer Programming Lead**

The Saskatchewan Sports Hall of Fame (SSHF) is looking for one (1) **Summer Programming Lead** to lead and coordinate the SSHF education and public programming offerings throughout the summer.

The Saskatchewan Sports Hall of Fame is a progressive not-for-profit mid-sized NGO museum located in Regina. The SSHF is proud to be a truly accessible attraction in the province's capital. Our donation-by-admission structure, proximity to bus stops, and interactive exhibits that can adapt to a variety of needs, allow children and families from all backgrounds and abilities to learn about the benefits of sport.

The Summer Programming Lead will 'run point' on a number of dynamic education and visitor experience activities:

- Planning, coordinating and managing the *Creating Active Champions* facilitated summer education program which will be executed by two Summer Program Assistants
- Plan and coordinate community programming including: I Love Regina Day, Summer in the Square and other public activation opportunities as they present themselves
- Liaison and coordinate with SSHF community partners to develop unique programming offerings throughout the summer season

In addition, the role will be provided with the opportunity to develop and revise in-house education offerings for the upcoming school year as well as contribute towards the planning of the Annual Induction Dinner and Ceremony that takes place annually in September.

This position is public-facing and includes front desk duties such as: opening and closing museum, answering phone calls, greeting visitors and other visitor experience tasks as assigned.

This position begins on June 16, 2025 and concludes on August 22, 2025. The hourly salary is \$18.00.

Qualifications/Skills:

- Ability to develop cohesive and actionable programming plans, and execute on those plans with minimal supervision and within tight timelines

- Experience in working with the public, strong customer service skills and the ability to facilitate groups of participants in various activities
- Strong communication (presentation and inter-personal) skills are required including email etiquette, the ability to participate and follow-up on team and collaborative meetings
- Ability to work independently & as part of a team
- Strong organizational and time management skills
- Knowledge of basic museum practices and/or an interest in Saskatchewan sport history would be beneficial
- Valid vulnerable sector police check must be provided
- Valid drivers license

Resumé:

A resumé with three references should be forwarded to:  
Saskatchewan Sports Hall of Fame and Museum – Attn: Executive Director  
2205 Victoria Avenue  
Regina, SK  
S4P 0S4

Resumés are also accepted via e-mail to: [sshf@sshfm.com](mailto:sshf@sshfm.com) Please use Subject Title – Summer Programming Lead

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**