

Programming Assistant - Summer JOB DESCRIPTION

Position Title: Programming Assistant - Summer
Reporting Officer Title: Curator

Responsibilities:

Travelling Mobile Exhibit Activation (50%)

- On-site activation for the SSHF Traveling Mobile Exhibit (TME)
- Three (3) local/Regina Activations and two (2) out-of-town activations;
- Seven (7) overnight travel days to Saskatoon (Western Canadian Baseball League All-Star Game) and the Battlefords (Tony Cote Games);
- Must be able to drive to both out-of-town and in-town locations;
- Required to participate in the set-up and tear-down of the TME for all five activations which includes: lifting and carrying heavy infrastructure; assembly of ramp which include physical labour activities such as hammering, assembling nuts and bolts, levelling etc.;
- Responsibility to keep the inside of TME clean and tidy, including sweeping, dusting, wiping down displays throughout the day and at the end of the shift;
- Daily tracking and counting of donations and visitor numbers, reporting to the SSHF at the end of each day the total visitor count and donation count;
- Welcoming visitors, answering questions, and encouraging engagement.

In-city programming (30%)

- Develop and execute on 1 – 3 hr community activations that could include:
 - Physical Literacy challenges (using STEM in sport equipment);
 - Education and demonstrations of historical sport games (i.e. tug-a-war, badminton, etc.);
 - Sport-themed arts and crafts activities such as colouring pages, creating crafts, etc.;
- Create a one-page programming plan for each activation (6 scheduled, as of writing) and provide post-activity reporting including the number of participants, social media content, etc.

SSHF Visitor Support (10%)

- When in gallery – support Museum Assistant when large groups/day camps visit, providing demonstrations and facilitation materials such as scavenger hunts, eye-spies etc.

General Support (10%)

- Assist with small curatorial projects during downtime as requested (i.e. database work, research, etc.)
- Assist with Annual Induction tasks during downtime as requested (i.e. silent auction item pick-ups, center piece development, etc.)

This position is possible through the support of Canada Summer Jobs; all applicants must:

- Be between the ages of 15 and 30;
- Have a valid Social Insurance number (SIN);
- Be a Canadian citizen, a permanent resident of Canada, or a person who has been granted refugee status in Canada. *International students and other temporary residents of Canada are not eligible.*
- Have a class five driver's licence;
- Willing and able to travel and work evenings and weekends;
- Ability to lift 50 lbs and stand for long periods of time.

TERM: June 29 – August 22; varied work hours with a total of 280 hours in the term
\$18.35 / Hour