



Storyteller & Resource Developer

ORGANIZATION NAME: Canada's Sports Hall of Fame

JOB LOCATION: Calgary, AB – Work will be performed onsite; this is not a remote position.

SALARY: Commensurate with experience & Benefit Plan after 3-Month Probation (employer pays 50% of fee)

HOURS OF WORK: Monday – Friday, 8:30 am – 5:00 pm; 40 hours/week

TERM: Full-Time, **Maternity Leave Coverage – September 2, 2025, to February 28, 2027**

Note: Renewal beyond the initial term may be considered depending on budget availability and departmental needs, but is not guaranteed.

Note: Flexibility required to work some weekends and/or evenings for special events and to meet deadlines – some travel may be required.

WHY JOIN OUR TEAM?

Canada's Sports Hall of Fame has transitioned from a physical museum to a digital one, with a focus on curating experiences, content, and stories that reach far beyond our walls—providing us with the opportunity to engage millions across the nation [\[Click here to read more.\]](#)

Working here means joining a team that lives its values—empathy, passion, and adaptability—every day. We're a small, collaborative group committed to creating accessible and transformative learning experiences, staying responsive to the needs of youth and educators, and continuously improving how we work and what we offer.

We also provide:

- A comprehensive co-paid benefits plan after a 3-month probationary period, including:
 - 100% coverage for prescription medications
 - Dental, vision, and extended health care
 - Life and disability insurance
- Quarterly staff socials to stay connected and celebrate our shared impact
- Free on-site parking
- Ongoing opportunities for professional development and growth

OUR IDEAL CANDIDATE

Are you a passionate storyteller, skilled educator, and dynamic communicator looking for a meaningful opportunity to inspire and engage youth across Canada?

Our ideal candidate is an excellent creative writer and facilitator with a strong understanding of how to develop educational materials that resonate with diverse audiences. They are comfortable liaising with Hall of Famers, Guest

Speakers, and educators, and are energized by bringing stories to life in compelling and accessible ways. As someone with strong administrative and research skills, they are equally comfortable in front of a crowd or behind the scenes—writing lesson plans, updating digital files, and staying informed on current educational trends including Indigenous education, mental health, and DEI. The successful candidate will be collaborative, emotionally intelligent, and contribute positively to a team culture grounded in empathy, inclusion, and shared purpose.

RESPONSIBILITIES

Reporting to the **Manager, Education & Programming**, this role supports the delivery and growth of Canada's Sports Hall of Fame's live and digital programming across the country. This includes working with Hall of Famers and Guest Speakers, developing engaging program content, supporting national storytelling initiatives, and contributing to events and outreach that reflect our mission.

Key responsibilities include:

- Coordinate and deliver live virtual programs and speaker series, ensuring high-quality audience experiences.
- Collaborate with Hall of Famers and Guest Speakers to create or refresh presentations that reflect national themes, support Canada's Sports Hall of Fame's mission, and resonate with diverse audiences.
- Help expand the Speaker Series by onboarding new speakers, developing content, coordinating logistics, and supporting the digitization or shipping of memorabilia (as needed).
- Develop dynamic and well-written program content, incorporating storytelling techniques that spark engagement and reflection.
- Support the care, handling, and meaningful use of artefacts and memorabilia during programs.
- Maintain accurate and organized digital files related to programs, lesson plans, testimonials, and outreach efforts.
- Monitor trends in public engagement, diversity and inclusion, mental health, and Indigenous perspectives—and share key insights with the team.
- Assist with exhibitor booths at teacher conventions, PD day presentations, conferences, and speaking opportunities.
- Help research and draft grant applications in support of storytelling and program delivery.
- Demonstrate professionalism, emotional intelligence, and a collaborative approach in all team and public-facing activities.
- Contribute to a workplace culture that prioritizes truth and reconciliation, equity, cultural agility, and inclusive storytelling.
- Support major events (e.g., Order of Sport Awards, livestreams, conventions) as needed, both in planning and onsite roles.
- Other duties, as assigned.

QUALIFICATIONS

Education:

- Post-secondary degree.

Experience:

- Experience delivering live or virtual programs to a variety of audiences.
- Demonstrated ability to write engaging, story-based content across different formats.

- Experience collaborating with speakers, special guests, or content contributors.
- Project coordination and administrative experience; familiarity with grant writing or event planning is an asset.

Skills:

- Exceptional writing and storytelling skills across multiple formats.
- Strong interpersonal, presentation, and facilitation skills.
- Detail-oriented with strong organizational and time management capabilities.
- Resourceful, adaptable, and solution-focused.
- Proficient in Microsoft Office Suite; general IT savvy.
- Comfortable working both independently and as part of a small team.
- Open to feedback, collaborative, and committed to growth.
- Cultural agility and willingness to learn and incorporate inclusive, multimodal approaches to education.

Assets:

- Experience working with Indigenous communities or in Indigenous education contexts.
- Bilingual (English and French).
- Experience with storytelling-based pedagogy, informal learning environments, or museum education.

HOW TO APPLY

Please submit the following in one combined PDF to Shaelyn Brown, Manager of Education & Programming, at sbrown@cshof.ca:

1. A one-page cover letter outlining your experience and alignment with this role.
2. A resume (max. 2 pages).
3. A short creative writing sample (e.g., a one-page lesson plan, story draft, or educational resource idea) that features a Hall of Famer and showcases your ability to communicate effectively with a Grades 4–6 audience.
4. Your salary expectations and how you found this job posting.

NOTE: We are AI-friendly—applicants may use AI tools to support their submission, but all materials must be reviewed, edited, and expressed in your own voice.

APPLICATION DEADLINE: Open until filled – early applications encouraged. Interviews will be scheduled on a rolling basis.

JOB EQUITY

Canada's Sports Hall of Fame is committed to the principle of equal opportunity and welcomes diversity in the workplace. We strongly encourage applications from all qualified individuals, including members of Canada's job equity groups.

The successful candidate will be required to provide or obtain a valid vulnerable sector police check.