



Research Coordinator (Contract)

Job Description: Research Coordinator (Contract)

Organization: Saskatchewan Games Council Inc.
Reports to: Games Services & Communications Lead
Location: Flexible within Saskatchewan

Purpose of Position

The Research Coordinator is responsible for conducting the first phase of the Saskatchewan Games 50th Anniversary Project. The project will include collecting and archiving the physical, digital and intangible historical assets and artifacts of the Saskatchewan Games program.

Purpose of Project

First launched in 1972, the Saskatchewan Games are our province's biennial celebration of sport and community. The year 2022 will mark the program's 50th anniversary, and as the permanent body responsible for management of the Games, the Saskatchewan Games Council is eager to recognize this important opportunity and milestone in Saskatchewan sport history. We aim to highlight, celebrate, and promote the impacts the Saskatchewan Games has had on athletes, coaches, families, volunteers, communities, and sport development in Saskatchewan throughout the past 50 years. The purpose of this project is to source, collect and catalogue artifacts, records, memorabilia, and written and oral histories of the Saskatchewan Games program for use in future projects.

Duties and Accountabilities

Research

- Explore all potential opportunities to derive information specific to the 50 years of the Saskatchewan Games

Collection, Sourcing and Archiving

- Collect, source and inventory artifacts, memorabilia, and records of the Saskatchewan Games
- Research and collect oral history records from organizational stakeholders (athletes, coaches, volunteers, builders, supporters) through personal interviews
- Source written documentation and stories from organizational stakeholders
- Collect national and provincial media coverage about the Saskatchewan Games since the inception of the program through review of library, newspaper and broadcast media archives
- Source and compile archival photos, statistics and performance records throughout the history of the Games
- Digitize records, photos and physical elements of collection where appropriate
- Catalogue, preserve and prepare collection for future use in displays and marketing



Reporting

- Prepare a comprehensive inventory record of collection
- Compose report on final collection and provide recommendations for use and protocol for future additions

Outcomes

- This project will result in a catalogued list of interview subjects, stories, oral histories, photos, video, artifacts, results, media coverage, records, and other historical materials solicited from a wide range of stakeholders that will be used in the production of Saskatchewan Games 50th Anniversary projects, to be developed in 2021 and launched in February of 2022.

Qualifications, Skills and Experience

- A post-secondary background in a discipline involving research
- Knowledge of core archival concepts and functions
- Ability to effectively manage multiple competing priorities, manage time efficiently, and achieve project goals
- Detail-oriented and highly organized
- Self-motivated with strong time management skills
- Ability to work independently and remotely
- Experience working with a variety of stakeholder groups
- Knowledge of history project management, program planning, implementation and evaluation
- Knowledge of the Saskatchewan sport system and/or prior experience as a participant, staff person, or volunteer in multi-sport games is a definite asset
- Experience working with non-profit organizations is an asset

Requirements and Employment Conditions

- The position is a term contract that will run from fall 2020 (flexible start date) to June 30, 2021.
- The Contractor is considered self-employed and as such will be responsible for their own workspace, office equipment and tools, travel expenses and insurance. No employment-related protection or benefits will be provided.
- This is a temporary, part-time role with ability to personally determine schedule.
- The successful candidate will be required to provide a Criminal Record Check – Vulnerable Sector.
- The successful candidate will possess an ability to work independently and remotely.
- Evening and weekend work may be required.
- Travel will be required throughout Saskatchewan (pending travel restrictions surrounding COVID-19). Must hold a valid driver's license.



How to Apply

Qualified applicants should send a resume and cover letter outlining your experience and how it will assist you in this position to one of the following:

Email (preferred): HR@saskgames.ca

Mail: Saskatchewan Games Research Coordinator Contract
Saskatchewan Games Council Inc.
280 - 1870 Albert Street
Regina, SK S4P 4B7

Deadline to receive applications is noon, August 7th.

Only those selected for an interview will be contacted.

At the Saskatchewan Games Council, we are committed to providing an environment of mutual respect where equitable employment opportunities are available to all applicants.