

THE TOWN OF PARRY SOUND POSITION DESCRIPTION

POSITION TITLE:

Digital Storytelling Intern

REPORTING RELATIONSHIP:

This position reports directly to the Bobby Orr Hall of Fame Curator, hereinafter referred to as the "Curator".

PURPOSE OF POSITION:

The Digital Storytelling Intern will collaborate with the Curator on the creation of a new digital exhibit about indigenous sport history in Parry Sound. The Intern's responsibilities will include writing, photographing/scanning artifacts, and constructing the digital exhibit website. Additionally, the Intern will assist in the organization and management of a community event at the Hall of Fame, curating temporary physical exhibits in the museum, manage digital communications streams and assist in the procurement and implementation of a new Hall of Fame website. The role focuses on digital storytelling and communications to support traditional museum offerings.

SCOPE OF POSITION:

Works within policies and procedures established by Council and directed by the CAO.

RESPONSIBILITIES:

The Intern will be responsible for the following:

1. Collaborate with the Curator on the creation of a new digital exhibit about indigenous sport history in Parry Sound. Tasks include writing, photographing/scanning artifacts, and constructing the digital exhibit website. Additionally, the Intern will assist with coordinating the translation of the exhibit text and constructing French and Anishinaabemowin versions of the digital exhibit with provided translations.
2. Conduct research, select artifacts, write, and design small temporary exhibits for the Bobby Orr Hall of Fame.
3. In collaboration with the Curator, manage the Bobby Orr Hall of Fame's digital communications streams including social media, website and e-newsletters.

4. Work alongside the Curator to plan and execute a community-focused event and a fundraising event ensuring alignment with the Hall of Fame's missions and goals.
5. Support the Curator in the procurement and implementation of a new Hall of Fame website.
6. Other duties as assigned.

WORKING CONDITIONS:

Work environment has minimal or no disagreeable working conditions; work is in various locations throughout the facility with events conducted both on and offsite; with frequent public contact; and, subject to deadlines and interruptions.

Work is subject to unusual and unscheduled hours.

WORKING RELATIONSHIPS:

1. **With the Bobby Orr Hall of Fame Curator**
Receives direction, guidance and encouragement; discusses plans and priorities. Provides support as needed.
2. **With all staff at the Charles W Stockey Centre and Bobby Orr Hall of Fame**
Works with the entire team in a spirit of co-operation and teamwork, taking direction of specific assignments.

KNOWLEDGE AND SKILL:

- A post-secondary degree or diploma in a relevant field.
- Excellent verbal and written communication skills.
- Strong attention to detail.
- Experience with planning and executing events.
- Exceptional customer service skills.
- Ability to perform tasks with minimal supervision.
- Ability to perform multiple, concurrent tasks.
- Ability to work with volunteers and as a member of a team.
- Understanding of the need for confidentiality, tact and discretion in a public environment.

IMPACT OF ERROR:

- Errors (information and clerical) could result in confusion, duplication of effort, misinformation to stakeholders and could result in financial loss and/unfavourable public relations.

CONTROL:

- General policy direction from Council through the CAO; direct supervision from the Curator.