

## **CONTRACT POSITION: WRITER**

**REPORTS TO: Collections Manager**

**POSITION TYPE: Contract – approximately 2 days a week for 125 hours total**

**PHYSICAL REQUIREMENTS/SKILLS: Must be able to work from home, have a computer and an internet connection**

**Posting Date: December 23, 2020**

**Closing Date for Applications: January 13, 2021**

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The Bata Shoe Museum [BSM] is seeking a highly motivated team player for the position of Writer. This is a temporary, contract position for the Museum's digital exhibition project *Boots & Blades: The Story of Canadian Figure Skating*, launching in February 2022.

We are looking for a storyteller who will take completed research and the resulting outlined notes and create punchy, engaging, inspiring prose. The Writer will be responsible for assisting the Creative Producer with the writing of exhibition text, maintenance of research files, citation of sources, bibliography, and applying best practices in writing for the web. This position requires a strong interest in sport (specifically figure skating), prose, precise wording, strong written and verbal communication skills and analytical skills, as well as working collaboratively and diplomatically.

### **About the Project:**

Figure skating is one of the most popular winter sports in Canada, yet there are not any physical or online museums dedicated to it. The *Boots & Blades* virtual museum exhibition project will create the first online museum dedicated to the artistic approach and history of figure skating, exploring the boots and blades, the movement, the music and the costumes from the 1600s to today. The purpose is to explore both art and athleticism in the online experience with a body of more than 200 exclusive pieces of content that will be provided by the Bata Shoe Museum, Skate Canada, Canada's Sports Hall of Fame and private collectors.

In the final product, the website visitor will be brought through the historical evolution of figure skating in an artistic, creative and interactive manner using both simple interactions and an elaborate artistic direction to tell the story. This website will create links between Canadian sources of skating information, be they public institutions, sports halls of fame, private collections, sport facilities, figure skating institutions and sports clubs. This will enable future research and ignite curiosity about the sport.

### **Education and Training:**

- Proven experience in writing storylines; experience in web exhibition writing, documentary film writing, or storytelling is a definite asset.
- Knowledge of sport, and specifically figure skating, will be an asset.

### **Work Experience:**

- Minimum two years of writing experience.
- A focus on writing for museum audiences is a benefit.

### **Skills and Abilities:**

- Excellent written and oral English; basic French is an asset
- Strong organizational skills, planning skills, and analytical skills
- Experience using MS Word, MS Excel, and a variety of video-conferencing platforms.

**Additional Information:**

This is a short-term contract position for an independent contractor. The total number of hours is 125 hours. Hourly flat rate: \$35.

**How to Apply:**

Candidates should email their cover letter, resume and three references (including email and phone #'s) as a document attachment to:

Suzanne Petersen, Collections Manager via email: [suzanne@batashoemuseum.ca](mailto:suzanne@batashoemuseum.ca)

The email subject line should read "Writer <followed by applicant's last name>". Kindly note that we will accept no phone calls as we are working remotely. References will not be contacted unless the candidate is selected for an interview. We thank all applicants for their interest but advise that only those selected for an interview will be contacted.

The BSM maintains that respect, accountability, and a generous manner towards other staff, volunteers, and the public are requirements for all staff. The BSM is committed to achieving representation of equity-seeking groups on its staff by ensuring that members of said communities have unbiased access to employment. We select applicants based on their skills, knowledge and commitment. Candidates may request accommodations in order to participate to the best of their abilities.

The BSM is an equal opportunity employer. We are committed to creating an inclusive environment for all employees. As per provincial and national human rights guidelines, reasonable workplace accommodations and adjustments will be granted.

**About the Bata Shoe Museum:**

The BSM is centrally located in downtown Toronto within a block of two subway lines and a minute walk from the University of Toronto, Royal Ontario Museum, Bloor Street shopping district and Yorkville.

On May 6, 1995, the BSM opened its doors at 327 Bloor Street West. The five-storey, 39,000 square foot building with four galleries, designed by Moriyama and Teshima Architects, is truly unique. There are four galleries at the museum; one of which contains the semi-permanent exhibition "All About Shoes". Exhibitions in the other three galleries change regularly.

The BSM is an important tourist attraction visited by more than 100,000 people a year including 12,000 school children. It is not a corporate museum and does not showcase artefacts from the Bata Shoe Organization. It is the largest museum in the world devoted exclusively to footwear.

For further information, consult these websites:

Bata Shoe Museum: [www.batashoemuseum.ca](http://www.batashoemuseum.ca)

Tourism Toronto: <http://www.sectorontonow.com/>

City of Toronto: <http://www.toronto.ca/>