



## **JOB DESCRIPTION**

**Job Title: Archivist**

**Wage Rate per Hour: \$14.00**

### ***Tasks and responsibilities:***

This position is designed to provide hands-on experience for emerging professionals in archiving and / or arts administration. The student hired for this position would, following a period of orientation, sort files in several of the Segal Centre's departments (both printed and electronic), continuing the work of the student hired during the previous summer. This includes spending part of the summer providing assistance to the production department as the 2016-17 theatre season comes to a close, organizing notes and paperwork from the season's productions while transforming next season's scripts into functional documents for the stage managers and designers.

The candidate should be detail-oriented and demonstrate a basic understanding of how a non-profit arts organization functions, ideally with a particular interest in theatre. The candidate will require patience to familiarize themselves with the roles of each department, their operational process throughout each production / season and life cycle of the corresponding documentation. A certain level of proficiency with computer networks and Office for Windows is also required. Some digitizing of printed materials may also be requested as part of the assigned task.

### ***Supervision:***

Supervision of the archivist would be split between the Director of Sales, Marketing & Communications and Director of Production, as the student would focus on familiarizing him / herself with each department, respectively. Each Director will make themselves available to answer questions and provide guidance throughout the process or orientation and policy development.

***Desired level of education of the student:*** Post-Secondary

### ***Field(s) of academic studies related to the job:***

Library or Archival Studies (most relevant), Art Administration, Museum and Gallery Studies, Theatre or related field.

A student in a library / archival studies would typically have the skills and profile matching the job description most directly, as they receive training in established organizational archiving models. However, a student in either an arts administration or

museum studies program may come prepared with a greater understanding of the particularities of arts organizations and their needs. Theatre students are likely to be hired by theatres in a capacity other than performing, at various stages of their careers, and so learning these types of related skills are undoubtedly useful.

Fluency in English, spoken and written, is required.

**As this position is partly funded by Service Canada under the *Canada Summer Jobs* program, eligible students must be:**

- between 15 and 30 years of age
- registered as a full-time student in the previous academic year, with the intention of returning to full-time studies in the Fall semester.
- a Canadian citizen / permanent resident / person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act, and
- legally entitled to work in Canada in accordance with relevant provincial legislation and regulations.

**Must be available full-time for a 6-week contract between July 3<sup>rd</sup> and August 18<sup>th</sup>. Applications, including CV and cover letter should be sent to [jgal@segalcentre.org](mailto:jgal@segalcentre.org) before June 19<sup>th</sup>, 2017.**