



## Archivist

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**Timeframe: August 17 to November 6 (12 weeks)**

**Location: Montreal and remote**

**Salary: Approximately 30 hrs/week, \$17.67/hour**

**Application Deadline: August 7 at 5pm**

***\*Candidate must be eligible for Canada Summer Jobs program\****

Founded in 1988, Montreal's Repercussion Theatre is best known for its annual Shakespeare-in-the-Park summer tour. As a professional theatre company and non-profit arts organization, our core values are artistic excellence, social relevance and accessibility. Repercussion Theatre is committed to equity and diversity in its exploration of classical theatre in today's world, and so we encourage applicants from all cultural backgrounds, abilities and gender identities to apply.

The Archivist will report to the Director of Communications and carry out the following tasks remotely:

- Take stock of existing archival materials and objects (audio-visual items/recordings, costumes, print materials, et cetera) (collections management)
- Codify and catalogue archival materials
- Assess archival preservation needs
- Digitise archival materials
- Plan/springboard oral history/archival project engaging past creative team members through existing archival materials

Ideally, the candidate will have access to their own (flatbed) scanner and digital camera in order to carry out the work.

### Necessary Skills and Abilities:

- Bilingual (Excellent English language / grammar skills, written & oral; intermediate level written French)
- Attention to detail, and strong communication & organizational skills
- Ability to work independently and as part of a team, both in an office setting and remotely
- Access to digitization tools considered an asset

### Eligibility

Please note that applicants must be eligible for the Canada Summer Jobs program by meeting all of the following criteria:

- be between 15 and 30 years of age at the start of the employment
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please email a cover letter and resume to Linnea Jimison, General Manager at [info@repercussiontheatre.com](mailto:info@repercussiontheatre.com) by **Friday, August 7 at 5pm**. We thank all applicants for their interest; however, only candidates selected for an interview will be contacted.