



## **Curatorial Assistant - Summer 2022**

### **Fulltime**

35 hours/week

10 week contract

Rate: \$15.50/hour

Start Date: June 20, 2022

The position of Curatorial Assistant supports the company's mission and values with general knowledge and work experience in the areas of documentation, production and technical management and collections asset management. The Curatorial Assistant will support and assist with the cataloguing and organizing of the company's physical assets inventory (props, costumes and sets); and will assist with the archiving of company records, images and documents and the digitization of archival materials.

**Goal:** To assist with tasks in the areas of physical asset inventory and archive documentation and archives.

**General responsibilities:** This position is responsible for assisting, under supervision, with a variety of curatorial tasks:

- Archives, under supervision of General Manager
  - Assist in digitization and organization of archival records and photographs
  - Inventory existing un-catalogued archival material
  
- Collections, under supervision of Collections Manager
  - Catalogue and process collection items using spreadsheets and the museum database
  - Assist with photography of collection items and editing of images
  - Rehouse items in collections storage
  - Perform research and update relevant information to the database entries
  
- Other duties as reasonable and required

The Curatorial Assistant will report to and work under the direct supervision of the General Manager and Collections Manager. They will also work on site or remotely as required for the specific tasks.

### **Requirements**

This is a government funded position and the successful candidate is between the ages of 15 and 30, a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigrant and Refugee Protection Act 2, be legally entitled to work under relevant provincial legislation and regulations, and possesses the following skillsets:

- Exceptional verbal and written communication skills, and organizational skills
- Computer proficiency, including with spreadsheets, databases, and word processing
- Knowledge of Microsoft Office Suite, Excel, Adobe Photoshop or other image editing software, digital cameras, and scanners
- Previous experience in a museum or archives setting preferred
- Familiarity with theatre production practices an asset
- Demonstrated passion for community service
- Ability to work independently or with little supervision as required

**The successful candidate must have access to independent, reliable transportation as relates to the position requirements for the duration of the placement.**

***Covid related priorities for 2022*** – Proof of vaccination required. Due to the location of our office and storage facilities, priority may be given to applicants who reside in Durham region, or who can confirm safe accommodations and transportation within Durham region.

This position is subject to funding.

**Applications will be accepted until April 15, 2022**

Please submit a detailed resume including relevant formal training and/or experience and cover letter to the General Manager at [info@theatre3x60.ca](mailto:info@theatre3x60.ca). We thank all applicants for their interest, but will be contacting only those candidates required for an interview.

*“Theatre 3x60/Theatre on the Ridge is committed to diversity and inclusion in our hiring and recruitment practices, and encourage applications from culturally diverse persons, Indigenous persons, deaf persons and persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression. We welcome applications from persons with disabilities to the extent possible with the physical spaces of our venues and requirements of the positions available.”*