



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

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Toll Free Phone: (866) 225-9067  
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# Job Board Posting



Careers.Indigenous.Link

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## Digital Archives Coordinator

<b>Job ID</b>	<b>F1-AA-B5-F0-8F-42</b>
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=F1-AA-B5-F0-8F-42">https://careers.indigenous.link/viewjob?jobname=F1-AA-B5-F0-8F-42</a>
<b>Company</b>	Canada's Ballet Jorgen
<b>Location</b>	Toronto, Ontario
<b>Date Posted</b>	From: 2019-05-23 To: 2019-06-22
<b>Job</b>	Type: Fixed-term Category: Information Technology
<b>Job Start Date</b>	June 24, 2019
<b>Job Salary</b>	\$20/hour for 30 hours per week minimum
<b>Languages</b>	English

### Description

The Digital Archives Coordinator will be responsible for digitizing the Company's extensive archive of performance footage and music and developing a system of organization that ensures ease of access for those who need it. The Digital Archives Coordinator will also assist with the creation of new digital content for archival and marketing purposes.

Responsibilities include:

- Digitizing and organizing music files on the Company's server and in a cloud storage system;
- Digitizing and organizing video files on the Company's server and in a cloud storage system;
- Recording and editing digital content as needed;
- Distributing digital content as needed;
- Working with the Marketing Department to develop digital content for the Company's marketing efforts;
- Various other tasks as required.

### Experience

Requirements

- This job is made possible through the Government of Canada's Summer Jobs Program. Candidates must be between 15 and 30 years of age AND be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Experience in video editing and technology a must;
- Experience with Microsoft Office a must;
- Comfort taking direction from multiple people and prioritizing needs a must;
- WordPress experience an asset;
- Knowledge of/background in dance/performing arts an asset.

### Essential Skills

- Experience in video editing and technology a must;
- Experience with Microsoft Office a must;
- Comfort taking direction from multiple people and prioritizing needs a must;

### Additional Skills

- WordPress experience an asset;
- Knowledge of/background in dance/performing arts an asset.

### Other

Employment Length:

9 Weeks Minimum

### How to Apply

Email resume to [stephen@balletjorgen.ca](mailto:stephen@balletjorgen.ca)

Application deadline is June 17. Only those selected for an interview will be contacted.