



Position: Archive & Data Entry Assistant – Summer student position

Terms: Seasonal contract. Anticipated Start Date: June, 2019.

\$14.50/per hour. Must be available to work weekends.

Project is part of the Government of Ontario's summer employment program: 2019 Summer Experience Program

Job Description

The **Archive & Data Entry Assistant** (2 positions) will gain meaningful, supervised summer work experience in the cultural sector. Responsibilities include archiving & filing, data entry and administrative support. The position will gain valuable hands-on career-related experience within the cultural sector that will be transferable to future employment.

Tasks and Responsibilities

- Archiving & Filing:
 - Identifies, describes, collects, organizes, and preserves documents recorded on paper, film, electronic and digital formats.
 - Follows Document Retention Policy for file retention, archiving and disposition schedule.
 - Ensures the safety, security and confidentiality of records at all times.
- Data Entry:
 - Tests database customizations for accuracy and reports problems
 - Assists with the development of database user-manual
 - Data entry related to membership, programming and fundraising.
- Administrative Support:
 - Performs front desk administrative duties such as providing customer service by phone, online and in person.
 - Interact with the general public visiting the gallery, members, students and volunteers.
 - Knowledgeable about the services the Arts Centre offers the community and familiar with current and upcoming exhibition, programs and events.

Qualifications

- Summer Experience Program Eligibility:
 - All students must be currently enrolled in a secondary, or post-secondary institution or within six months of graduation and have reached the age of 15 and not yet reached the age of 25 upon commencement of employment
 - Students must be residents of Ontario during the period of employment.
 - Students must be eligible to work in Canada and have a Social Insurance Number (SIN).

Send resume and cover letter in one document by **June 7, 2019** to:

The Niagara Pumphouse Arts Centre, 247 Ricardo Street, P.O. Box 676 Niagara-on-the-Lake, ON L0S 1J0

Email: office@niagarapumphouse.ca

Please include your name and the job title in the subject of your email

The Niagara Pumphouse Arts Centre is a not-for-profit community-based organization that supports and advances lifelong learning opportunities in the arts through our school and galleries, emphasizing community involvement and collaboration. Our mission is to engage, enrich and celebrate our diverse and growing population through the visual arts.

www.niagarapumphouse.ca