

## Archival and Facility Coordinator

New Dance Horizons (NDH) is a Regina-based not-for-profit organization that since 1986 has presented internationally acclaimed dance shows, produced original works, and organized activities that engage both the dance community and the general public.

NDH plays a distinctive and integral role in developing and strengthening the dance community in Saskatchewan. In addition to performance presentation, NDH offers courses, workshops and lectures with guest artists and community events. Thanks to the bold artistic vision and community engagement of acclaimed Canadian artist and co-founder Robin Poitras, NDH has become nationally recognized as a champion of creative dance. NDH offers adventurous and ever-changing dance encounters for everyone.

Currently, we are in search of a full-time, permanent, Archival and Facility Coordinator to join our team!

### Roles and Responsibilities:

- Organize and catalogue archival documents such as posters, programs, and print material
- Consolidate existing digital documents, image and videos into the online archive database
- Review data while entering to identify inconsistencies and /or duplication
- Coordinate front-of-house duties and box office ticket sales
- Manage Studio Rentals
- General upkeep and maintenance of building
- Perform quality assurance review of data after upload to database
- Assign locations to digital materials that do not have locations
- Conduct inventory of production materials such as props, costumes, and set pieces
- Assist with accessioning, arranging and describing archival material within scope of the inventory process and according to organization's standards
- Update website and social media campaigns
- Liaise with professional associations on behalf of the organization
- Complete basic housing and re-housing of holdings and containers
- Edit images for online publications and public archive.
- Support budgeting and bookkeeping procedures

### Requirements:

- University degree preferred
- Minimum of two (2) years of experience preferably in the field of archives
- Advanced knowledge with Microsoft Suite

- Present the organization positively and professionally
- Highly effective project management, prioritization, multi-tasking, and time management skills to meet deadlines.
- Excellent written and verbal communication skills.
- Breadth of working knowledge and past experience in publishing with print and web-media (magazines, newsletters, journals).
- Knowledge of printing procedures and requirements preferred.
- Must be a Canadian Resident.
- All candidates will be required to complete a pre-employment background check.
- Ability to work a flexible schedule, including weekends and holidays.
- Skilled in Premier Editing Suite
- Familiarity with Weebly, Squarespace, or similar site builders. (HTML, CSS, and JavaScript is an asset)

#### WHY NEW DANCE HORIZONS?

At New Dance Horizons, health and wellness are paramount concepts for our organization. This is why we supply all our permanent employees with a medical, dental, life and disability program. Our benefits include:

- Health and dental coverage for our employees and their families
- Group Life Insurance, Short Term and Long-Term Disability

You will be eligible for 14 days of paid vacation leave per year. Paid time off is additional to sick days, bank holidays and days that the company does not operate.

If you are a passionate person looking for a challenging opportunity and rewarding career...look no further! We are always looking to add talented individuals to our team.

#### HOW TO APPLY:

Please include a cover letter with your resume and include the title Archival and Facility Coordinator in the subject line of your email.

Email: [careers@newdancehorizons.ca](mailto:careers@newdancehorizons.ca)

Please note that only those selected for an interview will be contacted. The successful candidate must submit a satisfactory Criminal Record Check prior to employment. New Dance Horizons is committed to maintaining an inclusive culture and building a diverse workforce. We welcome applications from all qualified candidates.