



Vancouver Tap Dance Society
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Vancouver Tap Dance Society (VanTap) strives to be an innovative leader in the promotion of tap dance and is dedicated to developing an awareness of the art form.

For more about our mission and operations, please visit: www.vantapdance.com

OUTREACH AND ARCHIVIST COORDINATOR

We are currently searching for an enthusiastic candidate to join the VanTap team. Over the summer the Outreach and Archivist coordinator will develop and lead several special archival projects at the VanTap studio. They will also assist at an entry level with general operations, such as clerical and reception duties for the fall program at VanTap dance academy.

JOB SUMMARY

This position reports to the Executive Director and Academy Manager of VanTap. The job will take place at the academy on East Hastings.

RESPONSIBILITIES

- Occasional reception relief duties

Archival Work:

- With the Executive Director and Academy Manager candidate will complete archival projects which may include:
 - Files, recording, interviewing, document, videos, media , historical documenting, digitizing, filing, and organizations current and history filing.
 - This role will have directional support from an SFU dance archivist.

Outreach work

- Contact and archive lists of Academy's sponsors, connections and stakeholders
- Reach out to schools informing and/or disseminate information on VanTap programs i.e. workshop, performances, classes, history lessons
- Connect VanTap to Hasting Sunrise community stakeholders

DURATION AND RENUMERATION

June 11 - July 20 | 6 week contract

30 hours a week

\$17.00 per hour

QUALIFICATIONS

- Interest and/or experience in archiving, reception, administration or clerical work
- Ability to work independently and self-direct effectively
- Strong organizational and record-keeping skills
- Friendly and clear communicator
- Efficient computer skills - Microsoft Excel and Word, email
- Working command of English (spoken and written)
- Excellent organizational skills, detail-oriented
- Respectful of confidentiality

ELIGIBILITY

This position is offered through the Canada Summer Jobs program. To be eligible, students must:

- be between 15 and 30 years of age at the start of the employment;
- have been registered as full-time students in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act,
- and, be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

HOW TO APPLY

Please submit your resume and a cover letter as PDFs to admin@vantapdance.com no later than Sunday, June 4, 2018 at 11:59pm PST.

Please include the words "Outreach and Archivist Coordinator" in your subject line.

We thank all candidates for their applications; only candidates to be interviewed will be contacted.



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