



715 George St. North
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Contract Employment Opportunity at Trent Radio
APPLICATION DEADLINE: Friday May 25th, 2018 @ 5pm
Local Content Archivist Assistant

Terms: Employment Period - Start: Monday, 09July18 Finish: Friday, 31Aug18. (8 weeks)

Pay Rate: \$14 hour, plus 4% vacation pay, plus statutory benefits.

Flexible schedule required, evening and weekend shifts/assignments anticipated.

Eligibility:

The position is funded through Canada Summer Jobs, and the successful application must meet the following criteria in order to be eligible for the funding:

- a) is between 15 and 30 years of age (inclusive) at the start of employment;
- b) was registered as a full-time student during the preceding academic year;
- c) intends to return to school on a full-time basis during the next academic year;
- d) is a student in a secondary, post-secondary, CEGEP (Quebec only), vocational or technical program;
- e) is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act (Foreign students are not eligible) and;
- f) is legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Role & Responsibilities: The Local Content Archivist Assistant will directly support Trent Radio's Local Content Management Project - a unique collection of historically and culturally significant music and audio recordings created and produced locally in the Peterborough region - by accessioning, preserving, organising and storing physical artefacts featuring music and audio produced by artists classified as Local to the Peterborough & Trent Communities. Job responsibilities include: analogue-to-digital file transfer, digital audio editing of sound files, collecting and inputting associated data and information for each artefact, scanning and manipulating album art and support documents, database maintenance and upkeep, website maintenance and upkeep, community outreach and promotion of the project as a whole.

The LCAA will be provided with daily one-on-one training sessions by Trent Radio's Management staff for the first 2 weeks of employment. After the initial training period, the LCAA will be mentored by the Local Content Project Manager for the duration of the employment period, and will continuously learn new archiving and preservation techniques for audio storage media artefacts including antiquated and damaged media through both observational and hands-on experiences.

Deadline for application: Friday, 25 May 2018 @ 5pm.

Hard Copy Applications Only - Resumes with a Cover Letter including references may be mailed to:

Trent Radio, 715 George Street, North, Peterborough, ON K9H 2T3

or brought to Trent Radio House, 715 George Street North, and dropped in the letterbox.

Applications should be marked "Attn: CSJ 2018 Hiring Committee".

Familiarity of Trent Radio's mission and operations will be considered an asset.

Please read "Trent Radio Summer Plan 2018" <http://www.trentradio.ca/18sumpln.pdf>

Selected candidates will be contacted on Wednesday May 30th, 2018 to arrange interviews.