

Archivist

Job Summary: The archivist will oversee the organization of historical records for the Chester Playhouse. They will directly work in scanning, labelling, uploading existing documents and organizing a large digital archive, to be shared amongst our operations.

Reports to: Chester Playhouse Executive Director and Communications Manager

Member of: Administrative Team

Primary Responsibilities:

- Learn and navigate the online digital archive
- Review and organize this archive, moving and copying files, as well as combining folders, as appropriate.
- Photograph and scan existing hard copies of documents and images, labelling them, and filing them.
- Researching past performances and missing information to complete historical files.
- Work as a team and provide positive suggestions for improvement.
- Other duties, as assigned.

Desired Applicant will be/have:

- Precise, with strong attention to detail and good analytical skills.
- Friendly and approachable.
- An energetic and creative team player.
- Confident working independently.
- Excellent computer skills with an understanding of MS Office, Google Drive and Excel.
- Willing to work flexibly, both independently and as part of a team.
- Passionate about live performances and the arts in general.

Possible Learning Opportunities:

- Gain insight into the workings of a performing arts facility.
- Experience working with a team of staff members and Board of Directors with a diverse range of goals.
- Simple organizational structures.
- Technical skills and software related to archiving of both text and image documents.

Additional Requirements:

- You must have your own reliable transportation to and from work.

Term: 8 weeks, within the following date range: June 1st, 2026 - July 24, 2026(these dates may be flexible)

You will be working a 35-hour work week for 8 weeks. This Job Description outlines the duties required in this role to indicate the level of responsibility. The list of duties may vary from time to time.

Salary: \$20/hour

Candidate: This position is funded through the Canada Summer Jobs program, and is thus open to candidates aged 15 – 30, be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the job, and be legally entitled to work in Canada.

The Chester Playhouse is committed to creating a great team environment and is proud to be an equal opportunity employer, with a diverse workforce. All qualified applicants will receive consideration for employment without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, national origin, disability, age, or veteran status, and we strongly encourage applicants from diverse backgrounds to apply. If accommodation is needed to participate in the job application process, candidates will be welcomed and encouraged to contact us for assistance.

Work Environment:

The primary work environment for this position will be an office setting. We are willing to consider a hybrid/remote work setting for the right candidate.

How to Apply:

Please send a cover letter describing why you are interested in this position and any related work experience, to info@chesterplayhouse.ca. Please include a resume, if you have one.

Deadline to apply: May 4 2026

<https://chesterplayhouse.ca/wp-content/uploads/2026/04/Archivist-1.pdf>