

## Multimedia Archivist

**Term Position:** Full-Time 35 hours a week, 8 weeks total

**Compensation:** \$20/hour

**Posting Date:** April 27, 2026

**Deadline for applications:** May 8, 2026

**Location:** Saskatoon, SK



### PRIMARY PURPOSE

Gordon Tootoosis Nīkānīwin Theatre (GTNT) seeks a full-time, temporary summer student who is interested in preserving modern Indigenous history, strongly organized and detail oriented, and is technologically adept. The purpose of this position is to digitize and subsequently organize hard copy and previously existing digital marketing materials from our 27-year history including but not limited to: printed photographs, posters, programs, handbills, reviews, etc., so they can be used effectively by our marketing team and to preserve these memories for future generations.

### TERM

The anticipated term for the position will be from May 25<sup>th</sup>, 2026 to July 17<sup>th</sup>, inclusive.

### POSITION RESPONSIBILITIES:

- Analyze materials such as CD's, VHS tapes, photos, newspaper articles, posters, programs, handbills, etc., assessing their physical condition and historical content and context, and digitization of these materials.
- Arranging for long-term, safe archival storage of the above materials.
- Designing an organizational system for the above digitized materials both internally and on cloud storage.
- Develop cataloguing and retrieval systems to allow access to archival materials by current and future staff.
- Assist with creation of a 'past projects' portion of our website by providing our Publicity Director with digitized assets as required.
- Researching articles written about past productions including preview articles, reviews, etc., saving copies, and archiving copies of these files.

### KNOWLEDGE, SKILLS AND ABILITIES:

As this is a Canada Summer Jobs funded position, the position is intended to be entry-level however the following skills would be considered assets:

- Ability to work independently and occasionally as a member of a larger team;
- Use of devices including scanners, VHS players, DV cameras, etc.;
- Navigating extensive file systems on a Windows PC, Mac, and Google Drive;
- Strong analytical skills, sound judgment, and a proactive approach to problem solving;
- Knowledge of local Indigenous history, culture and issues;
- The ability to consistently maintain a positive, professional, balanced perspective;
- Excellent organizational skills;
- Excellent communication skills, both written and in person; and
- Good working knowledge and application of Microsoft and Google suite of products.

**QUALIFICATIONS & REQUIREMENTS:**

As this position has been created thanks to funding received through the Canada Summer Jobs program, applicants must be

- between 15 and 30 years of age (inclusive) at the start of employment;
- a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act, S.C. 2001, c. 27\**; and
- legally entitled to work according to the relevant provincial / territorial legislation and regulations.

\*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

**Applications can be submitted digitally to:**

**Ed Mendez, Interim General Manager**

Phone: 306-974-1475

Email: [gm@gtnt.ca](mailto:gm@gtnt.ca)

[www.gtnt.ca](http://www.gtnt.ca)

**Please submit a resume or CV (including references) and a short cover letter.**