

Archivist

This position is pending funding by the Government of Canada – Canada Summer Jobs program.

Location:	Clayworx: Ceramic Art Learning Centre, 664 Dundas St. London ON
Salary:	\$19.00/hour
Working Hours:	35 hours/week
Start Date:	May 5, 2025*
End Date:	Aug 22, 2025
Duration:	8 Weeks

* start date negotiable as long as 8-weeks is fulfilled by end date

ELIGIBILITY REQUIREMENTS

- be between **15 and 30 years** of age at the start of the employment.
- 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.

JOB DESCRIPTION:

Clayworx is seeking a meticulous, creative, and energetic individual to review and digitize legacy archival material. Clayworx (formerly the London Clay Art Centre/London Potters Guild) has an archive collection of material related to its 40+ year history and the building we call home.

They will be resourceful and innovative in scanning and photographing this material to create a lasting record of this ephemeral material as well as to produce a searchable virtual archive of the organisation's history. They will work with staff and legacy membership to generate useful categories and search terms to allow for appropriate selection of various documents and images from this archive for inclusion in publicly available webpages and exhibitions when needed.

As well, they will photograph and document Clayworx's physical collection of pottery and ceramics to produce a searchable archive of these works. They will work with staff and legacy membership to generate useful categories and search terms to allow for appropriate selection of various pieces from this archive for inclusion in publicly available webpages and exhibitions when needed, as well as producing a physical copy of these documented work available for viewing by students and visitors.

RESPONSIBILITIES:

- Develop standardised methods and templates for scanned documents & other ephemeral material.
- Develop standardised methods and templates for photographing and documenting Clayworx's physical collection of pottery and ceramics.
- Creation of digital content from these generated virtual archives for use internally - searchable archive (generating key searchable fields, i.e. date, type of document, etc.).
- Creation of select digital content from these generated virtual archives for publication - webpages, social media content, virtual e-book, printed material, etc.
- Generating a system for organizing and naming photos of incoming pieces to physical collection and newer documents relating to the organization and facility.
- Organizing and naming of more recent photos of student work, visiting artists, classroom activities, events, etc. for accessibility.

REQUIRED QUALIFICATIONS:

- Previous experience working with graphics applications, print, social media, and websites.
- Strong computer skills – including Google Workspace (G Suite), Microsoft Suite, Adobe Suite, and Canva.
- Ability to communicate both verbally and in writing in a thorough, clear, and timely manner.
- Ability to effectively work with others.
- To be extremely detail oriented.
- Ability to handle multiple tasks, be flexible, problem-solve, and prioritize in line with organization goals.

PREFERRED QUALIFICATIONS AND TRAITS:

- Photo/video production/editing experience.
- Archivist/cataloguing experience
- High level of social competence.
- Passion for organization.
- High attention to detail.
- Strong organizational skills.
- Team player.

APPLICATIONS REQUIREMENTS:

In a single PDF file (max size 5MB), please include:

- Cover letter.
- Resume (Optional C.V.).
- Up to 10 images of your graphics/design work or links to any archival work you've done(optional).
- Reference list (required) or reference letters (optional) - include full names, relationships to you, and contact information.

Please send your application to the attention of the Studio and Facilities Manager at Clayworx via email to technician@clayworx.ca

Clayworx is an equal opportunity employer committed to fostering a diverse and inclusive work environment. We welcome applications from all qualified candidates and encourage Aboriginal peoples, visible minorities and people with disabilities to apply. Any request for accommodation will be considered throughout the hiring process.

We thank all interested applicants. Please be advised that only those selected for an interview will be contacted.

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Application Deadline: Sunday April 27, 2025