



P 780.439.3905

A 102, 10033 - 80 Avenue NW,
Edmonton, AB T6E 1T4

W concretetheatre.ca
@ConcreteYEG

Concrete Theatre is hiring: Archivist

Application closing date: 11:59pm MST, February 21, 2025.

Approximate duration of this position:

March 2025 - December 2025. Hours are flexible and will be determined in conversation between the archivist and Concrete Theatre. Candidates must be available for three (3) weeks of focused on-site work, to be held between June 20 and July 31, 2025.

Fee: \$37.50/hour to a maximum of \$6,000 (160 hours)

Thanks to a grant from the Edmonton Arts Council, **Concrete Theatre**, a leading theatre for young audiences that has been in operation for over 35 years, seeks a diligent, creative new colleague to prepare the Theatre's records for deposit, and to undertake digitization and oral history activities, in this calendar year.

This position requires work both at Concrete Theatre and the Archives (location to be confirmed in spring of 2025).

The Archivist will be responsible for the following:

1. To study Concrete Theatre's archives and identify distinctive documents (e.g., photos, correspondence, production records, publicity materials) that tell the story of the company and its contributions to culture in Edmonton,
2. To advise and support Concrete Theatre staff in hiring an archival assistant,
3. To work with the archival assistant to digitize key documents that illustrate Concrete Theatre's history, including advising on equipment selection, physical scanning, creating metadata,
4. To finalize Concrete Theatre's archival deposit,
5. To support Concrete Theatre staff and Board in creating a protocol for ongoing records and material storage, and
6. To collaborate with Concrete Theatre's Artistic Director on an oral history project.



concrete

THEATRE

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The successful candidate will possess the expertise needed to excel in this work. They will consult regularly with Concrete Theatre staff, but as the person most knowledgeable about archives within Concrete Theatre, the Archivist will also work independently and will do so with focus, care, and initiative. Qualifications include:

1. Knowledge of archival principles and practices, such as might be gained through post-secondary education (e.g., a Master of Library and Information Studies or Master of Archival Studies), or through sustained work or study experience in an archival setting
2. Reliability, flexibility, proactive communications skills, and an ability to work independently and with initiative are essential
3. Experience with digitization is an asset
4. Affinity for theatre, particularly Edmonton theatre or children's theatre, is an asset

To learn more about Concrete Theatre, visit www.concretetheatre.ca

Please apply by email to jenna@concretetheatre.ca with the following by February 21, 2025

- A one page cover letter
- A current resume
- The names and contact details of two references who can speak to your qualifications for the Archivist role

Concrete Theatre is committed to inclusive hiring. We encourage applications from artists who self-identify as members of under-represented communities. As a safe space that welcomes and fosters diversity, we are committed to providing accessible employment practices. If you require accommodations during any stage of the recruitment process, or if you have any questions about the position, please let us know.

If you have any questions, please contact Jenna Rodgers, Concrete Theatre's Artistic Director at the e-mail address listed above.