



CO-ARTISTIC DIRECTORS KAREN & ALLEN KAEJA

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www.kaeja.org

Archival Assistant

Organization Description:

Kaeja d'Dance is a Toronto-based dance company that is renowned for creating exceptional contemporary dance work, award winning dance films and empowering education & community outreach programs. At the heart of Kaeja are two dynamic energies – Co Artistic Directors Karen & Allen Kaeja. Kaeja's signature aesthetic explores the equal partnership of men and women through Contact Dance and utilizes Improvisation as a tool for creation. With performances filled with athletic intensity and theatrical imagery, the Company celebrates many themes in their work that relate to family history, community and the human condition.

Kaeja d'Dance collaborates with international and local dance artists, composers, musicians, stage & costume designers to create performances that have captivated audiences in Toronto, Canada and across the globe. They have presented over 60 original works and have been commissioned to choreograph works on dance companies locally and in England, Mexico, India, Sweden and the United States.

Responsibilities:

The Archival Assistant will help catalogue Kaeja d'Dance films, videos, and other materials and work with external hard drives and servers to archive electronic files, and also provide administrative support to the Managing Director and Production and Outreach Manager. The role will include cataloguing and management of current contacts as well as opportunities to help market, record and archive our current projects.

- Scanning, restoring and preserving print material not already digitized
- Assist with the management of files, archives, records and lists, including hard copies and computer files
- Processing and organizing company, marketing, and performance materials – documents, media material, digital material, web material etc.
- Data entry and organization of contacts and donors in contact management software
- Developing current company donor, sponsor and promotions materials informed by our history
- Assisting with the creation of a variety of communications materials, including media releases
- Production support

- Other administrative and production related duties
- Assist with the daily maintenance of social media outreach and website
- Assist with the dissemination of promotional/marketing materials
- On occasion, respond to inquiries from Kaeja d’Dance staff, volunteers and the general public
- Assist with other duties, as required

Requirements:

- Must be available during Production Week for Porch View Dances from July 15-July 21, 2019 (both days and evenings)
- Intermediate to Advanced computer competency in word processing, spreadsheets, database management and the Internet
- Excellent attention to detail and strong organization skills
- The candidate must have a high level of initiative, be able to work independently and as a team player, and feel comfortable talking to strangers about our work and company
- Strong research and problem-solving skills
- Excellent interpersonal, oral and written communication skills
- Comfortable working with volunteers, and a commitment to good customer service
- Comfortable working in non-profit setting with an interest in the performing arts

Eligibility:

This position is funded by Canada Summer Jobs, which creates paid work positions for youth.

Applicants must be:

- Under 30
- Canadian citizen, permanent resident, or been conferred refugee status

Note: CSJ is now open to all youth under 30 – applicants do not need to be students.

Kaeja d’Dance welcomes applications from all, including from people who are Indigenous, identify as a Visible Minority, 2SLGBTQ+, please note that our office is not wheelchair accessible.

Dates:

FT Seasonal: 8 weeks, 35hr/wk

Preferred starting date: June 10, 2018

\$15/hr

Apply by May 26:

Please email your cover letter and resume to Yolanda Ferrato, Managing Director,

kaeja@kaeja.org

Subject: Archival Assistant Application