



Summer Television Archivist (NUTV)

\$10.50 per hour X 30 hour work week X 8 weeks (May 3 – Jun 25)

Please Note: The availability of the position is contingent upon the receipt of Summer Temporary Employment Program (STEP) grant.
Anticipated confirmation: April of 2010

Level of Education: Currently a University/college student or graduate thereof

NUTV is looking a student interested in video and television to help organize our computer database of Community Television content, and simultaneously review the health of our Betacam SP tape archives so that a preservation strategy can be put into place.

Tasks & responsibilities:

- Database entry to create searchable database of last three years of NUTV community television archives.
- Database correction of existing errors and re-entry.
- Watching approximately 21 hours total of Full Frontal NUTV content to determine data to be entered.
- Weekly review meetings with Producer/Program Director.

Requirements:

- The successful applicant would have experience working with excel spreadsheets, and a basic understanding of television production.
- Familiarity with Filemaker Pro and Final Cut Pro an asset.
- Efficient scheduling ability.

You will be reporting to the NUTV Producer & Program Director, and working with other NUTV Staff during the contract. Successful applicant will develop administrative skills, as well as technical understanding of video formats and preservation issues.

Application Deadline: Friday, April 23, 2010, 5:00 p.m.
Send resume and cover letter by e-mail to:

jthardjo@ucalgary.ca, (**SUBJECT: Television Archivist**)
Justin Hardjowirogo/Producer & Program Director, NUTV
403-220-6715