



ARTS CLUB  
THEATRE  
COMPANY

Summer Internship  
Theatre Archival Intern  
(8 week position)

The Arts Club Theatre Company is Canada's largest not-for-profit urban theatre company. Now in its 54th season, the Arts Club offers professional live theatre at three venues, as well as on tour throughout the province.

The Arts Club Theatre is currently accepting applications for a Theatre Archival Intern for 8 weeks. The Intern will be supervised by the Database Manager. The intern will work closely with some key artistic and administrative staff. The Arts Club Theatre Company will set expectations and goals, provide training for the participant to obtain and increase their employment skills.

**This position is funded through the Canada Summer Works program. The successful applicant must:**

- be legally entitled to work in Canada;
- be a Canadian citizen, permanent resident or have refugee status in Canada;
- be between 15 and 30 years of age at the start of employment;
- be a full time post-secondary student with the intention of returning to full time studies in Fall 2018
- be willing to commit to the full duration of the work assignment for a period of 8 weeks;
- not have another full-time job (over 30 hours a week); and
- not attending full-time classes while carrying out this job

**Responsibilities:**

- Update legacy C# web forms code-base for new features in an on-line archive
- Create an in-house manual for a CMS for our customer database
- Small MVC projects connecting to a REST api for our customer database
- Assist the information technology department with on-going maintenance projects

**Qualifications:**

- Preferably working towards an Engineering or Computer Science degree
- Has taken object-oriented programming course ideally in C++ or C#
- Has knowledge of design/UX using HTML/css/jQuery
- Able to work independently in an arts/charity environment
- A love of theatre is an asset

**Hours of work:** Flexible 40-hour work week, with a 30 min unpaid lunch break.

**Work period:** 8 weeks, starting in June 2018.

**Salary:** \$18.00 per hour.

**Deadline for Applications: May 7, 2018**

Applicants are invited to submit their resumes along with a cover letter to:

*Archival Intern position*

*Human Resources*

#203 – 162 West 1<sup>st</sup> Avenue, Vancouver, BC V5Y 0H6

Email: [humanresources@artsclub.com](mailto:humanresources@artsclub.com)

We thank all who express interest in this position, however, only those selected for an interview will be contacted.