

Organization name: The Oakville Arts Council

Organization Website: www.oakvillearts.com

Brief description about organization: The Oakville Arts Council enriches the creative life of Oakville by celebrating and highlighting local talent in all arts disciplines.

Volunteer job title: File Manager and Archivist

Volunteer job description: The File Manager and Archivist will work with the Program Coordinator to digitize 10+ years of paper data. This position is perfect for highly organized, computer-proficient individuals available Tuesdays, Wednesdays or Thursdays and live in the Oakville area.

Primary Responsibilities:

- To scan, digitize and organize OAC files

Qualifications:

- Administrative Experience
- Computer and scanning proficiency is a must
- Experience using a PC Computer
- Knowledge of Oakville arts community is helpful

You are:

- A highly organized, efficiency-oriented individual
- A self-starter who possesses an independent work-style
- Friendly, outgoing and able to work in a small team environment

Benefits Offered:

- Experience working in a creative office environment
- Connect with Oakville's Arts community
- Letter of reference / PREB Certificate

Time commitment: Must have availability to work Tuesday, Wednesday or Thursday. We ask for a minimum of 2 hours per week, however the weekly time commitment can be discussed.

Location: Oakville Arts Council office, located in the Queen Elizabeth Park Cultural Community Center- 2302 Bridge Road, Oakville, ON

Contact info (name, email phone): Alison Myers-Gomez, amyers-gomez@oakville.ca, 905-815-5977

Best way to contact: Please send an email to Alison with your current CV attached.