



Canadian Angus Association

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Position Description: Video Archivist (Term position—8 weeks full-time OR 16 weeks part-time)

Reports to: Canadian Angus Association Administration Team Leader

Position Summary:

The Canadian Angus Foundation is searching for a term Video Archivist to help bring the Canadian Angus Association archives to life. We would like to create a living history to showcase the archives, preserve stories and anecdotes, and encourage people to support the Foundation.

Working under the direction of the CAA Administration Team Leader, the Video Archivist will bring the archives into the modern era using video and other tools to make the artifacts and the information and stories behind them accessible to interested parties around the world through the CAA website and social media platforms. This process will include highlighting each item's value, how it was acquired, its historical value and any additional information that can be determined.

This position is funded through the Canada Summer Jobs program which requires that applicants be between 15 and 30 years of age (inclusive) at the start of the employment; be a Canadian Citizen, a permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and be legally entitled to work according to Alberta legislation and regulations.

Primary Responsibilities:

- Develop a living history to showcase the Canadian Angus Foundation archives.
- Sort, evaluate and catalogue additions to the CAA archives since 2018 and add pertinent information into the artwork database program, Proficio.
- Assist with video production for Angus Broadcasting Canada.
- Depending on the individual's skills, they may also write content for the CAA website, social media platforms and Angus Life, the annual publication.
- Other promotional and office tasks depending on Association needs.
- Prepare regular reports for the Canadian Angus Foundation Executive Director.

Knowledge and Skill Requirements:

- ✓ Proven ability to develop videos (samples will be required if selected for an interview)
- ✓ Ability to multi-task and set and achieve measurable targets and objectives.
- ✓ Highly organized with strong attention to detail.
- ✓ Be able to complete tasks with minimal supervision.
- ✓ Have an excellent understanding of, and recognize the importance for, accurate referencing.
- ✓ Experience in the cattle industry is an asset but is not required.
- ✓ CAA uses InDesign, Photoshop, Illustrator and Rush.

Working Conditions:

Work is based at Angus Central, the Canadian Angus Association's national headquarters. Office hours are 7:30 a.m.–4:00 p.m. with a lunch break from 11:30–12:30. The work term can begin as early as June 15 and must end by December 15, 2020. We are willing to accommodate either 8 consecutive weeks of full-time employment OR part-time hours within this time frame. The job must be completed on site at Angus Central; remote work is not possible. Appropriate social distancing measures are in place in accordance with Alberta Health requirements.

Salary:

\$17.00 per hour

Please e-mail your resume to ayuen@cdnangus.ca by Friday, June 5 quoting "Video Archivist Application" in the subject line.

The Canadian Angus Association is Canada's largest purebred beef breed organization. The Association represents more than 2,000 members across Canada for the purposes of registering and recording the pedigrees of purebred Angus cattle in the closed Herdbook and promoting the breed across Canada. The member-approved mandate is to maintain breed registry, breed purity and provide services that enhance the growth and position of the Angus breed.