



Proposed Position: Contract Archivist Intern

Start Date: February 1, 2025

Position is dependent on British Columbia Arts Council Early Career Development Internship funding.

Deadline for application: July 2, 2024

VIVO Media Arts Centre

Who are we?

VIVO Media Arts Centre (vivomediaarts.com) is an agent for emergent experimental media arts practices and a steward of critical history. VIVO plays a unique role in facilitating and fostering artistic practices in the region. VIVO builds engaged audiences through production support, distribution, artist workshops and residencies, performances and exhibitions, as well as curatorial and archival research. We are also the caretakers of a significant repository of media art history. We are dedicated to nurturing past, present, and future media arts discourses and communities through equitable and public access to resources for preservation, production, and distribution.

VIVO's Crista Dahl Media Library & Archive (CDMLA) stewards a significant repository of media and related materials by and about artists, activists, and independent producers, spanning nearly 60 years. The collection includes media, publications, photographic materials, artists' files, and our operational records and program documentation. Special Collections include the personal archives of local media artists and the organizational archives of feminist, 2SLGBTQI, First Nations, and other artist-run centres, collectives, ad-hoc cultural and activist groups, and community television programs.

Where are we?

VIVO Media Arts Centre is located on the sacred and stolen territory of the xwməθkwəy̓əm (Musqueam), Skwxwú7mesh (Squamish) and sə́ilwətał (Tsleil-Waututh) First Nations, in an East Vancouver warehouse space at 2625 Kaslo Street off Broadway near Renfrew Skytrain Station.

Equity

VIVO values the contributions of individuals who identify as belonging to communities that experience marginalization and structural oppression. We strongly encourage, among others, Indigenous people, Black people, people of colour, people with disabilities, people identifying as 2SLGBTQI, non-binary, and/or gender non-conforming, formerly incarcerated or



institutionalized people, recent (im)migrants, and people from working class backgrounds to apply.

Venue Accessibility

VIVO Media Arts Centre is making ongoing efforts to improve the accessibility of 2625 Kaslo St. A wheelchair ramp is located at the west side of the main entrance. Washrooms have a 33-inch entrance with handrail. As we are in a shared building, we cannot guarantee a scent-free space, however, we aim to have a scent-reduced space. The CDMLA collection stacks are not wheelchair accessible.

Contract Description

This is a temporary, part-time, contract position dependent on funding. The ideal candidate would have an interest in mixed-media archives, feminist histories, and First Nations data sovereignty. Interest in community archives is an asset. The Archivist Intern reports to the Archive Manager.

Key Responsibilities

- Providing reference services and facilitating access to archival holdings
- Working with archival collections to enhance descriptions
- Digitization of print and photographic records
- Assisting researchers with their enquiries and research
- Assisting the Archive Manager with programming initiatives
- Preparation of digital files for upload to online platforms
- Preservation and physical care of library and archival materials

Qualifications

- Must meet the eligibility requirements for a BCAC Early Career Practitioner (below)
- **MAS or MLIS to be completed by January 1, 2025.**
- High degree of a data entry accuracy
- Experience with media or art archives preferred
- Experience with PBCore preferred

Early Career Development Eligibility

Meeting eligibility criteria is mandated by the BC Arts Council and not negotiable.

To be eligible to participate in an Internship, an Early Career Practitioner must:

Be working or practicing in an area funded by the BC Arts Council, including but not only:

- Arts Administration
- Community-Based Arts
- D/deaf, Disability and Mad Arts



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- Literary Arts (creative writing, publishing)
- Media Arts
- Multi- and Interdisciplinary Arts
- Museums or Indigenous Culture Centres

Performing Arts (music, theatre, dance, circus arts, comedy, production and/or technical)

Visual Arts (critic, curator, artist in contemporary or traditional visual arts and/or craft, including Indigenous Arts).

- Be legally allowed to work in Canada as a citizen, a Permanent Resident, or hold a work permit.
- Ordinarily reside in B.C. and lived in the province for at least 12 months immediately prior to the application deadline. For more information, review our [Determining B.C. Residency](#) page. The Early Career Practitioner must be prepared to provide documentation to support residency status upon request.
- Not be enrolled in full-time studies when the Internship or Cohort is taking place.
- Not have been named in two previously successful Early Career Development applications regardless of component. In other words, an individual may participate in a maximum of two Early Career Development projects in their lifetime.
- Not be a participant in any other application in this program's current intake.
- Have completed and submitted any overdue final reports on previous BC Arts Council grants by the application closing date for this program.

Other Requirements

- This position requires reaching, lifting, and moving of storage boxes ranging between 1KG and 12 KG, at times by stool or ladder. The collection stacks are not wheelchair accessible.

Scope

Rate: Maximum contract amount is \$30,000

Start date: February 1, 2025

Length of contract: Dependent on funding

Hours per week: To be negotiated

Remuneration

\$33 per hour

Contact

Interested applicants should reach out to the Archive Manager immediately to discuss the position. The application would be developed in consultation with the applicant.

Agreeing to be an applicant for this position does not restrict you from taking other employment.

Email Karen Knights, Archive Manager, at library@vivomediaarts.com