



Alberta Printmakers

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EMPLOYMENT OPPORTUNITY – Archive Assistant

Job Title: Archive Assistant

Organization: Alberta Printmakers' Society (A/P)
460 42nd Avenue, SE, Mohkinstsis/Calgary, T2G 1Y5

Term of Employment: June 24, 2026 - August 18, 2026

Full time: 30 hours per week not exceeding a total of 240 hours
Tuesday - Saturday; some evenings required

Remuneration: \$17/hour

Application Deadline: Interested Applicants must submit their application **no later than Thursday, May 21, 2026 (11:59pm MDT)**.
Application instructions are below.

ABOUT THE OPPORTUNITY:

Alberta Printmakers (A/P) is seeking an enthusiastic individual who is community-minded, has a keen interest in public gallery practices, and possesses a passion for printmaking as a contemporary artform.

This is a temporary full-time opportunity that is contingent on funding through the Canada Summer Jobs program.

ABOUT ALBERTA PRINTMAKERS (A/P):

A/P is a community-based organization where artists and individuals with an interest in printmaking can learn about print media as a vital contemporary artform, create printed works, and pursue artistic growth.

We demonstrate this through our publicly accessible Main Gallery programming, through our studio facilities and educational programming, and by regularly coordinating projects and events that foster artistic excellence and community engagement in printmaking and the arts.

Our gallery and studio are located in Mohkinstsis/Calgary, on the traditional territories of the people of the Treaty 7 region in Southern Alberta.

A/P has an open membership, is governed by a board of directors, and is operated by a team of three regular staff members, who reach out to volunteers in accomplishing A/P's goals. The nature of our work is inclusive, collaborative, and professional.

To learn more about A/P, visit www.albertaprintmakers.com

A/P is an equal opportunity employer:

A/P is an organization that embraces and respects diversity, where every employee, volunteer, or contractor is entitled to a working environment which promotes dignity and respect to all. No form of discriminatory behavior, intimidation, bullying or harassment is tolerated, and all employees are encouraged to develop their full potential and talents.

A/P encourages and welcomes applications from members of equity-deserving groups including members of Indigenous, Black and racialized communities; persons identifying as LGBTQIA2S+; and persons with disabilities.

Accessibility in the A/P Facility:

A/P strives to accommodate the needs of our community members whenever possible. Our building is located near the 39th Avenue LRT Station and has free parking stalls located in front with an access ramp at the east end of the building.

Our space is mostly mobility friendly, including an accessible single stall gender neutral washroom.

FULL JOB DESCRIPTION:

Working under the supervision of the Executive Director, and in collaboration with the full staff team at Alberta Printmakers, which consists of the Executive Director, the Programming and Engagement Coordinator, and the Studio Operations Coordinator, this position will contribute to several key archiving projects that the organization is carrying out. This will primarily include: documenting and making publicly accessible the Alberta Printmakers print collection and programming history, and improving archiving and cataloguing procedures to reflect best practices and consistency among other non-profit Canadian arts organizations.

The participant's key responsibilities will be related to: 1. Archive Management and Engagement 2. Contributing to daily operations by performing visitor service tasks and some administrative duties.

ARCHIVE MANAGEMENT AND ENGAGEMENT

- Maintaining Alberta Printmakers' Archive Management Database;
- Cataloging Alberta Printmakers' artwork collection and programming history using an alphanumeric cataloguing system;
- Collaborating with staff members and volunteer committees involved with archiving and website management for the organization;
- Liaising with other local, regional and national artist-run centres to align with archiving practices and consistency among other similar organizations that are also undertaking this work;

- Handling, and digitally documenting physical artwork and ephemera from the Alberta Printmaker collection;
- Updating Alberta Printmakers' physical filing system for the organization's artwork and historical records;
- Assisting with developing ongoing upgrades to procedures for information and archive management;
- Uploading digitized archives to the Alberta Printmakers website;
- Implementing practices for optimizing search engine optimization (SEO) to increase online engagement with website pages containing archive material; and
- Communicating regular updates with the staff team about project timelines and progress.

VISITOR SERVICES AND ADMINISTRATIVE DUTIES:

- Greeting visitors and serving as a point of contact for the public (in-person, phone, and email);
- Educating members of the public about Alberta Printmakers' activities;
- Processing and tracking daily cash and credit transactions;
- Assisting with general facility cleaning and maintenance; and
- Other administrative duties as assigned by the Executive Director.

Qualifications:

A/P recognizes many types of experience, including both academic and non academic, as well as paid and volunteer experience, etc.

The ideal candidate will possess:

- An interest in printmaking, artist-run culture, and the local arts sector;
- Experience and proficiency with handling artwork including works on paper;
- Experience with photo-editing using Photoshop or comparable software;
- Proficiency with Google Docs and Microsoft Office suite, including Excel and Word;
- Experience with data entry and database management;
- Strong written and oral communication skills;
- Strong interpersonal skills, with the ability to work independently and as a team;
- Organizational and time management skills, with the ability to multitask and prioritize to meet deadlines;
- Previous experience with printmaking techniques is an advantage, but not required.

This job position is contingent on funding through the Canada Summer Jobs program. To be eligible, the candidate MUST:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act**; and
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with the relevant provincial/territorial legislation and regulations.

*International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.

HOW TO APPLY:

Email a cover letter and detailed resume outlining your experience to: director@albertaprintmakers.com including “ARCHIVE ASSISTANT” in the subject line.

Applicants who may require accommodation during the application or hiring process are encouraged to contact A/P in advance so that we can work to support you within our capacity.

Applications must be submitted no later than Thursday, May 21, 2026 (11:59pm MDT). Late applications will not be reviewed.

All applications will be reviewed in confidence, and assessed based on alignment of experience, interest, and overall fit with the job description and qualifications outlined above. Additional considerations include alignment with Canada Summer Jobs objectives and priorities, including a focus on improving access to the labour market for youth who face unique barriers to employment.

We thank all applicants for their interest, however only those selected for an interview will be contacted.