THEM DAYS

NOW HIRING

Maternity Leave Replacement: Editor

Them Days Incorporated, a not-for-profit registered charity, is seeking an energetic individual with a strong work ethic to fulfill the role of Editor for up to a year or until incumbent's return. The Editor is responsible for the content and layout of *Them Days* magazine, for the operation of the Them Days Archive, and for project proposal and grant writing, among other duties. The candidate must be able to work well with others, and possess a sincere interest in the preservation of Labrador heritage. The Editor reports directly to the Board of Directors.

Duties will include:

- Conducting, transcribing, editing and publishing interviews
- Editing articles and communicating with contributors
- Creating layout for the magazine and liaising with printers
- Managing projects and spearheading special initiatives
- Soliciting material for the archive and processing it according to Canadian archival standards
- Supervising and working with summer students, volunteers, and project workers
- Working with the administrator on grant applications
- Maintaining the Them Days online presence (website and social media)

Qualifications:

The successful candidate for this position should have a Bachelor's degree in a related field, though this is not strictly required. Related work in the non-profit and/or cultural sector is an asset. Other personality traits and skills which are critical to the successful fulfillment of this role include:

- Excellent communication skills (written and verbal)
- Highly-developed computer and internet literacy
- Research and analytical skills
- Proficiency in use of Adobe design software
- Knowledge of archival systems and conservation a critical asset
- Wordpress website development experience an asset
- Excellent time and personal management skills

Wages: $18.00-$20.00/hr, 35 hours a week
Start Date: March 16 or 23, 2020
Apply by: Sunday, February 16, 2020

Please submit applications to:

Them Days
P.O. Box 939, Stn. B
Happy Valley-Goose Bay, NL A0P 1E0

Fax: (709) 896-4970
In person: 3 Courte Manche Street
E-mail: themdays@themdays.com

We thank all those who apply; however, only those selected for an interview will be contacted.