



Video Archive Assistant

The video archive will report to the lead video archivist and the community engagement coordinator, and will assist in reviewing, categorizing, and disseminating the CUTV video archive, which contains videos from 1969 to present. The role involves reviewing and organizing video files from CUTV's archives, assisting in the digitization process, communication with the CUTV and Concordia Archives teams, and creating promotional materials surrounding the archive. The student in this role will gain experience and training in archive management and curation.

CUTV is a Community TV station based on Concordia University's downtown campus. We are an independent media organization that focuses on grassroots journalism and covering underreported issues in the Concordia and Montreal community. We also assist students and Montrealers in making video content, and have an AV equipment lending library, studio rentals, and many other resources to assist in video production.

Position Start Date: June 1, 2025

Position End Date: August 31, 2025

Rate: \$20/hr for 10 hrs a week

Requirements:

- Applicants must be currently enrolled at Concordia university in a relevant faculty, and qualify for the [Work-study program](#)
- Strong attention to detail and organizational skills.
- Knowledge of, or interest in archival standards, video formats and digital media.
- Ability to work independently and manage time effectively.
- Proficient in English with strong communication skills.

Responsibilities:

- Assist in organizing and prioritizing physical media for digitization;
- Organize digital files in a clear and consistent manner;
- Ensure the proper storage and backup of digital files;
- Create reports highlighting videos of interest from the archives;
- Assist in designing and maintaining an orderly and accessible archive system.

Assets:

- Post secondary education in archival and/or library studies, museum studies, history or other related field.
- Experience with digital archival systems (AtoM) and archival metadata standards (RAD).
- Fluency in French (approximately 20% of videos are in French).
- Enthusiasm for history, culture, activism, journalism and media arts.

Workplace:

CUTV's offices are on the fourth floor, and are accessible only via stairs. Employees typically do some of their work from home/out of the office. Computers are available for use in-office, but employees are expected to furnish their own computers for work completed outside the office.

This position will be hybrid; some work will be conducted at CUTV, some work will involve being at the Concordia Archives in the Faubourg Building, and other work can be done from home.

To apply:

Email your CV and a cover note (less than 250 words) in the body of your email to jobs@cutvmontreal.org

Deadline for applications:

April 16, 2025 9pm ET