



Po Box 6441, Sackville NB E4L 4E6  
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### **Digital Archivist and Data Manager - Job Description**

The Digital Archivist and Data Manager will:

- Work on organizing and digitizing all of Live Bait's archival materials including photos, programs from previous productions, design materials, and other related materials.
- Work to create a digital ticketing system for Live Bait productions.
- Increase our ability to use social media analytics, and design and implement processes for using our social media more effectively.
- Create an annual renewable social media plan for Live Bait using the above information.

In addition, they will work with our current intern on the following tasks, and will take them over when our current intern's position ends in December of 2021:

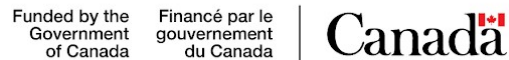
- managing content for all of Live Bait Theatre's online digital platforms, including website and social media;
- continuing to work with Live Bait on creating digital content, including creating digital versions of live performances;
- continuing to work with Live Bait to increase the company's capacity to do interactive live performances, including performances that will tour virtually to schools;
- and continuing help Live Bait increase the organization's overall digital proficiency and capacity.

**[www.livebaittheatre.com](http://www.livebaittheatre.com)**

In addition, the Digital Manager and Administrator will perform some administrative duties such as managing databases, assisting with writing and tracking grant applications, assisting with office management, assisting with project management (including using appropriate digital support tools), and other related duties as assigned.

**This internship is funded by the Government of Canada under its Digital Skills for Youth (DS4Y) program. DS4Y, an initiative from Innovation, Science and Economic Development Canada (ISED), provides an opportunity for youth to gain valuable training and work experience needed for today's digital economy.**

For more information about the DS4Y program in New Brunswick, please visit <http://www.cybernb.ca/DS4Y>



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**Pour plus d'information au sujet du programme, veuillez visiter**  
<http://www.cybernb.ca/DS4Y>

