

Technical Indexer - Records & File Management

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Canada Summer Jobs position | Nelson, BC | \$19/hour | 35 hours/week | Apply by May 8, 2026

Nelson Civic Theatre Society is hiring a Technical Indexer to help us bring order, consistency, and long-term usefulness to our files and records.

This role is ideal for someone who likes creating clear systems, organizing documents, and improving how teams find and manage information. The work will support multiple departments and contribute to more sustainable, efficient, and accessible internal operations.

What you'll do

- Audit and organize digital and paper records across departments
- Standardize file naming conventions and folder structures
- Digitize key documents and help implement consistent storage and backup practices
- Support website and communications staff by tagging and archiving media assets
- Create a short internal guide for file management and digital hygiene
- Help reduce duplication and support more paperless workflows

These duties match the approved CSJ role, which focuses on records audit, shared-drive structure, digitization, media archiving, reference documentation, and sustainable workflow improvement.

What we're looking for

- Strong organizational skills and attention to detail
- Comfort with digital files, folders, naming systems, and shared drives
- Ability to work carefully with confidential or sensitive information
- Interest in records management, archives, digital hygiene, or nonprofit administration
- Patience, consistency, and a practical mindset

What you'll gain

The approved CSJ application identifies growth in adaptability, collaboration, communication, digital skills, problem solving, technical skills, and data organization / digital-systems management. The role includes formal feedback, job-specific training, and weekly mentorship.

Workplace and supports

NCTS is committed to inclusion, accessibility, and respectful working relationships. Accommodation measures are available, and all summer employees receive mentorship, regular check-ins, and individualized support. We especially encourage applications from

Indigenous youth, racialized youth, youth with disabilities, 2SLGBTQI+ youth, and youth from rural or remote communities.

Position details

- Temporary full-time summer position
- 35 hours/week
- \$19.00/hour
- Nelson, BC
- Flexible start date possible
- Position must be completed within the program period ending **August 29, 2026**

Eligibility

These positions are funded through Canada Summer Jobs, so applicants must meet CSJ eligibility requirements.

How to apply

[Apply through our application form](#) by **May 8, 2026**.