Work at Apartment613

Position	Research/Database Assistant
Closing Date	Until position is filled
Start Date	July 2022
End Date	September 2022
Hours	10-20 hours/week
Rate	$15/hr

⌐ **BACKGROUND** ¬

Apartment613 Community Initiatives is a registered not-for-profit media organization. Our main activity is Apt613.ca, an award-winning hyperlocal blog dedicated to uncovering the best of Ottawa-Gatineau arts and culture; named "Best Community News Website" by the Canadian Online Publishing Awards in four consecutive years (2017–2020). It's a platform for news and ideas, arts previews, podcasts and videos produced by 300+ volunteer contributors since 2009. Visit <apt613.ca/about> to learn more.

In Spring 2022, began producing a Cultural Spaces Inventory, researching and aggregating data to construct a database of all of Ottawa's cultural assets and facilities, from restaurants to music venues to theatres to public art.

⌐ **RESPONSIBILITIES** ¬

The Research/Database Assistant will support in producing an inventory of local cultural spaces in Ottawa; designing a research plan, data entry and analysis, researching, and reporting. Detailed responsibilities include but are not limited to:

- Supporting the design and planning of the research phase of this project to ensure usefulness to stakeholders and database users;
- Researching different types of data points (quantitative and qualitative) on Ottawa's cultural spaces;
- Entering and classifying data in the inventory;
- Compiling and analyzing data for trends that may be useful to stakeholders;
- Reporting your progress and workplan to the General Manager of Apartment613.

⌐ SKILLS & EXPERIENCE ⌐

The ideal candidate will possess some or all of the following skills and experience:

- Experience working in research, data aggregation, and database assembly is an asset.
- Ability to pay close attention to details.
- Strong organizational skills and the ability to work with deadlines.
- Familiarity with Google Docs and Google Sheets.
- Ability to write/edit text in French is considered an asset.
- Availability with regard to hours of work as well as the ability to work independently and with teams, as needed.

We encourage applications from candidates who meet some or all of the desired skills and experience. If you don't have direct experience in some of these areas, we ask you to let us know about any other experience that has equipped you to succeed in those parts of the role.

⌐ TEAMWORK ⌐

Apt613 has the resources for a small, dedicated p/t staff to manage the editorial calendar, edit submissions, organize special initiatives, produce social media content, and stay on top of administrative duties which "keep the lights on." You will be joining a p/t team which communicates primarily via Slack, Email, Google Drive, and DMs.

While you will be supported by teammates and asked to coordinate with each other, the ideal candidate for this position will be comfortable working independently. Your work shifts will not always line up with teammates, as we spread out to cover more ground.

⌐ ADDITIONAL INFORMATION ⌐

Apt613 welcomes community members from all backgrounds, and all gender identities and expressions. Above all, we want to see Ottawa-Gatineau's diversity reflected in our platform and will make every effort to accommodate folks from equity-seeking communities including women, people of colour, Black, Indigenous, LGBTQ2S+, and people with disabilities—because it's important generally, and because the blog benefits from editors with a diverse range of experience, contacts, and knowledge. Applicants are welcome to voluntarily self-identify as a member of one of these groups.

We strive to accommodate the access needs of a wide range of abilities, and appreciate any guidance or direction on how we may meet your needs.

⌐ HOW TO APPLY ⌐

Please apply using the **application form**. We are accepting applications on a rolling basis until the positions are filled.

⌐ INTERVIEWS ⌐

Due to limited time, only a handful of applicants will be invited to meet virtually. We will not send "rejection letters" to the remaining applicants, rather Apt613 will keep your CV and contact info handy through the 2022 calendar year.