

Position: Programming Secondment

1. Script Archiving
 - 1.1. Review existing hard copy scripts (unpublished) for historical relevance. Research options for offsite housing for those with significance in the theatre canon.
 - 1.2. Cross-reference, scan and file hard copy scripts to online library resource.

2. Library
 - 2.1. Review extensive play and theatre book library, refining records and library systems
 - 2.2. Cross-reference play book library with digital records
 - 2.3. Recommend and establish a borrowing system

3. Production archivals
 - 3.1. Contact Fryer Library , QPAC Museum and SLQ to source a suitable storage location for Queensland Theatre's accumulated production archival footage (pre 2015) on VHS/CD format.
 - 3.2. Arrange conversion of these hard copy tapes to digital backup files for preservation and accessibility.
 - 3.3. Refine and update internal storage system for digital records