



Original. Indigenous.

Service
Canada



The imagineNATIVE Film + Media Arts Festival is currently accepting applications for the following role:

DIGITAL + INTERACTIVE ASSISTANT

A rare opportunity to work at one of Canada's leading Indigenous arts organizations celebrating its 20th anniversary year October 22-27, 2019

Application Deadline: June 14, 2019

(NOTE: late applications will not be accepted)

Temporary, trainee position (22 weeks), 35 hrs/week

Rate: \$18.50 CAD per hour

July 2, 2019 – November 30, 2019

Send your C.V./Resume along with a cover letter by email, with the job title in the subject heading, to employment@imagineNATIVE.org

You may address the cover letter to:

Meagan Byrne, Digital + Interactive Coordinator
imagineNATIVE Film + Media Arts Festival
401 Richmond St. West, Suite 446
Toronto, ON M5V 3A8

All applicants must meet requirements for employment as determined by Miziwe Biik Aboriginal Employment and Training.

REPORTS TO: Digital + Interactive Coordinator

The Digital + Interactive Assistant provides support to the Digital + Interactive Coordinator by managing all delivery elements of the iNdigital Space (e.g. decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material) before and during the imagineNATIVE Festival.

The duties and responsibilities of the Digital + Interactive Assistant include but are not limited to:

- Event planning, design and production while managing all event delivery elements within time limits
- Liaise with iNdigital Artists and Guests to identify their needs
- Propose ideas to improve provided services and event quality
- Organize facilities and manage all event's details such as decor, catering, entertainment, transportation, location, invitee list, special guests, equipment, promotional material etc
- Ensure compliance with insurance, legal, health and safety obligations
- Specify iNdigital staff requirements and coordinate their activities
- Cooperate with marketing and PR to promote and publicize events within the iNdigital Space
- Proactively handle any arising issues and troubleshoot any emerging problems during the festival
- Assist with tracking and updating cost chart for artist fees, flights, transportation, per diem, etc. for regular reporting to the Managing Director
- Conduct pre- and post-event evaluations and report on outcomes
- Research market, identify event opportunities and generate interest
- Prepare and provide final report following the Festival
- Prepare and provide final Festival statistics following the Festival

Qualifications:

- Great attention to accuracy and detail, good organizational skills
- Friendly, professional demeanor – enjoys working with diverse groups of people and able to calmly and professionally solve complaints by iNdigital Artists and Guests
- Strong written and verbal communications and interpersonal skills
- A demonstrated interest in the digital arts, video games, and Indigenous communities
- An ability to work independently and as a team in a fast-paced environment that requires multi-tasking and the ability to think creatively on-the-spot
- Good computer skills (Excel, Microsoft Office, G Suite) and a willingness to be trained

Should you have questions regarding this posting contact (416) 585-2333.