



SHARING THE WORLD'S INDIGENOUS STORIES

imagineNATIVE is an Indigenous-led arts organization committed to creating a greater understanding of Indigenous peoples and cultures by presenting contemporary Indigenous-made media art, including film, video, audio, and digital and interactive media. We present the world's largest Indigenous film and media arts festival every October as well as year-round Artistic and Institute programming. We are located on the territory of the Mississaugas of the Credit, the Anishinaabe, the Haudenosaunee, and the Huron-Wendat nations in present-day Toronto.

We are currently accepting applications for the following role:

iNdigital Days Coordinator

DETAILS

Contract

Deadline: **Until Position is filled** with an immediate start date.

Email your cover letter and CV, with the job title in the subject heading, to employment@imagineNATIVE.org.

JOB DESCRIPTION

Formerly branded as Indigenous Digital Development Day (iDDD), iNdigital Days is an intensive event held during our imagineNATIVE Festival geared specifically to Indigenous creatives in the digital and interactive sector. iNdigital Days exists specifically to address gaps for new and experimental media practitioners within the film and media arts industry, and to bridge distinct creative spheres and industries. Digital Development Days aims to deliver an two days of programming that specifically incorporates opportunities for shared ideation and making.

Reporting directly to the Digital + Interactive Manager, The iNdigital Days Coordinator will work with imagineNATIVE's programming team to bring this event to life at the TIFF Bell Lightbox in October. This role focuses on event planning and logistics within a dynamic team, bringing unique programming to our Indigenous artistic communities.



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imagineNATIVE.org



KEY RESPONSIBILITIES (but not limited to)

- Event planning, scheduling, and logistics;
- Interfacing between imagineNATIVE team and external vendors;
- Liaison with artists and arts organizations;
- Day-of coordination for two-day event October 19 & 20th, 2022
- Contribute to grant reports and organizational documents;
- General administrative duties related to iNdigital Days as well as post-event reporting

QUALIFICATIONS

- Excellent sense for organization and event planning;
- Excellent time management, self-directing and problem-solving skills;
- Positive and flexible attitude;
- Enjoys working collaboratively;
- Experience with troubleshooting and problem solving;
- Great attention to detail;
- Experience working within the digital + interactive field
- Experience working with Indigenous communities and artists;

imagineNATIVE is proud to have a dynamic and diverse staff, with the majority being Indigenous individuals. We are committed to achieving and maintaining a team that reflects and affirms the diversity of our society and works together in providing a discrimination-free environment, characterized by respect and equity, where people can realize their full potential.

ImagineNATIVE welcomes applications from all qualified applicants. We encourage Indigenous people, persons with disabilities, persons across the spectrum of sexual orientation and gender identities (2SLGBTQIA+) to apply. It is important to us to remove boundaries and provide a safe space for all.

Should you require any accommodations in the application process, please contact employment@imagineNATIVE.org or by phone at 416-585-2333.



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