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Employment Opportunity: Operations Assistant

imagineNATIVE is an Indigenous charitable organization committed to a greater understanding of Indigenous peoples, cultures, and arts and to the development and promotion of Indigenous media artists and their work. This is an amazing opportunity to be part of one of Canada's most successful arts organizations and one of the leaders in Toronto's vibrant independent film festival scene. The role will offer a high profile in the arts and Indigenous communities in Canada and internationally.

Operations Assistant

Fixed-term Contract

March 15 - December 15, 2023

35 hrs/wk

Wage: \$23.15/hr

Deadline: Feb 28 at 5:00 PM EST

This is a hybrid work position, with work taking place remotely and in person at 401 office spaces and event locations to assist with the imagineNATIVE Festival 2023. Must have reliable internet and own a computer they are willing to work from.

The Operations Assistant will support the Operations Manager in producing and delivering year-round and 2023 Festival programs, both on our online platforms and in person. This role helps manage the delivery of digital, technical & administrative processes and helps maintain Office systems

Primary Responsibilities Include but not limited to

- Working with Excel, Sheets, Google Docs, monday.com, Shopify and YAMM mail merge and creating pathways and systems to help staff utilize these tools.
- Helping manage the office, storage + inventory spaces
- Working across digital platforms to import data, graphics and other assets to the streaming platform (Cinesend), our ticketing platform (Elevent) + additional digital tools used for screenings.
- Assist with logistics and communication pathways for content delivery for captioning, editing, sound mix, notes and quality control checks
- Help oversee and track production videos, documents, captioning + subtitles, pre-records, and running order/program line-up for Festival content
- Pulling reports, analytics and additional data required for various teams and departments.
- Collaborating cross-departmentally to gather data, information and documents to build the 2023 FAQ and internal resources for support teams to answer Festival specific questions.



- Providing assistance with our online chat system, Help Scout
- Additional projects and administrative tasks as needed

QUALIFICATIONS

- A demonstrated interest in the Film, Screen-based media, Social Advocacy, and how they intersect with Indigenous Communities worldwide
- Knowledge in working with Google Workplace, Excel, Zoom, Google Meet and Google slides or PowerPoint.
- Adept at learning new technologies, digital platforms and software
- Strong technical problem-solving skills,
- A willingness to be trained and an openness to receive and offer critical, practical feedback on processes and training;
- Excellent communication and motivational skills; Strong writing is a preferred asset.
- High level of professionalism
- An ability to work independently and as a team in a fast-past environment that requires multitasking, the ability to think creatively and constructively on-the-spot, with a "what else can I do?" attitude.
- Must be available in person on the dates of our Festival (October 2023) and are willing to work on-site for these dates

ASSETS

- Experience with website building systems + platforms (example: Squarespace)
- Experience working with Elevent or another backend ticketing platform (example: Tessitura, Ticketmster, Spektrix ect)
- Experience with Cinesend + Film Freeway
- Experience with Monday.com and project planning

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 to provide a discrimination-free environment, characterized by respect and equity, where people can realize their full potential.

Should you require any accommodations in the application process, please contact employment@imagineNATIVE.org