



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

INSTITUTE ADMINISTRATIVE ASSISTANT

DETAILS

Temporary, trainee position (52 weeks), 35 hrs/week

Deadline: March 15, 2023 at 12:00 PM ET

Rate: \$22.08 CAD per hour

Term: April 3, 2023 - March 29, 2024

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

All applicants must meet requirements for employment as determined by Miziwe Biik Aboriginal Employment and Training. Potential candidates must be First Nations, Inuit or Metis and reside with the GTA. Must be registered or eligible to register with Miziwe Biik Aboriginal

Employment and Training.

INSTITUTE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION (Temporary, assistant position, contract staff)

REPORTS TO: Institute Manager

The Institute Administrative Assistant provides support to the Institute Manager and Institute team by assisting with administrative and organizational duties.

This is an exciting opportunity to learn about professional development programs in the industry, project management, international markets, and to see the full cycle of producing the annual Industry Days for the imagineNATIVE Festival.

The duties and responsibilities of the Institute Administrative Assistant include but are not limited to:

- Maintain digital filing system for the Institute's archives
- Working with multiple schedules and timezones to schedule meetings and workshops with Institute lab and Industry Days participants, facilitators and partners
- Send mail-merges for lab and mentorship call for applications + other institute announcements
- Updating Institute paperwork (LOAs, contracts)
- Collecting and organizing material from partners and participants (bios, agreements, logos, headshots)
- Consult Institute timeline to ensure programs are meeting deadlines/deliverables
- Liaise with other departments and staff as necessary
- Assisting with Industry Days scheduling, bookings, and invites.
- Other related administrative duties

Promotional Materials & Website

- Collaborate with team in the creation of promotional materials - create copy descriptions as needed for Institute labs and events throughout the year, for social media platforms (Twitter, Instagram, Facebook) and the Institute website

- Work with Institute and Communications staff to maintain a unified “voice” for Institute promo materials
- Organize and track promotional assets
- Work with fundraising to ensure appropriate logo placements
- Liaise with Institute staff, internal departments, and industry delegates in the production of materials
- Collaborate with Communications staff in keeping Institute updated with alumni news, current participant and program info

Information Management

- Maintain digital filing system for materials in Institute’s Google Drive
- Organize archived materials
- Create and update timelines for all Institute labs, programs, and events
- Provide consistent reminders to Institute staff about upcoming deadlines and deliverables

Administrative Assistance

- Scheduling meetings between staff, partners, and participants for Institute labs, mentorships and Industry events
- Collecting & organizing collateral materials and deliverables from Institute lab participants
- Collecting & organizing collateral materials for Industry Days speakers (headshots, bios, etc.)
- Sending upcoming deadline reminders to lab participants
- Sending reminders to speakers/facilitators for Institute labs and Industry Days events
- Participate in job-related training activities as necessary
- Participate in job evaluations, as necessary

Skills and Qualifications:

- Great attention to detail and strong organizational skills
- Strong communication and interpersonal skills
- Ability to work on multiple projects/initiatives simultaneously and meet deadlines
- Works well in a team and independently with minimal supervision
- Positive and professional attitude
- Works well in an often fast-paced environment
- A demonstrated interest in film, the arts and narrative sovereignty

- Excellent time management, planning and problem-solving skills;
- Experience working with Indigenous communities and artists
- An ability to work independently and as a team in a fast-paced environment
- Good computer skills (Excel, Microsoft Office, G Suite) and a willingness to be trained
- Must be able to work from home with own computer/laptop and phone
- Experience in film & television is an asset

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.