



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:

PROGRAMMING ADMINISTRATIVE ASSISTANT

Deadline: March 15, 2023 at 12:00 PM (noon) ET

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

\$22.08 CAD per hour

April 3, 2023 - March 29, 2024

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

You may address the cover letter to:
Kaitlynn Tomaselli, Program Manager
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.

PROGRAMMING ADMINISTRATIVE ASSISTANT JOB DESCRIPTION (Temporary, trainee position, contract staff)

REPORTS TO: Program Manager

The Programming Administrative Assistant Trainee will support the Programming team in planning, executing, and reporting on artistic Year-Round and Festival related programming. The training provided will cover administrative and arts management skills related to film, media arts, and cultural sectors. The Programming Administrative Assistant Trainee will learn incredibly valuable, practical, on-the-ground training related to Indigenous curatorial practices at the world's largest Indigenous film and media arts Festival. **This position is an excellent opportunity for an individual interested in working in the arts and cultural sector.**

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

Year Round Programming

- Assist in meeting the year-round timelines through tracking important deadlines for projects, programs, and events;
- Implement Artistic Programming digital filing system for year round programming;
- Assist and compile supplementary materials for programming needs that reflect the funders, artists, and initiatives;
- Assist in collecting supplementary materials for curatorial grants, exhibitions, programs, and events;
- Work with Operations platform/communications coordinator to manage Artistic Programs on the iN digital presentation platform including media management and applying organizational brand and formatting guides supporting various platforms - presentation platform, social media, website, etc.

Festival: Coordination, Execution, and General tasks:

- Assist in the planning and execution of Officially Selected and Artistic Programs in relation to film/video, audio, and exhibitions during the Festival;
- Assist in the organization of the Festival Catalogue, specifically updating the organizational formatting and brand guides;
- Revise and update delegate contacts in database and on delegate's list;
- Assist with Programming logistics, artists delegate hospitality and guest services;
- Assist as a team-member with basic administrative duties to ensure the office environment is professional and efficient;

- Post-Festival reporting on Festival programming stats and project post mortems/narratives for various partnerships;
- Participate in job-related training activities as necessary;
- Participate in job-evaluations, as necessary;
- Prepare monthly position-related reports for Executive Director and Manager.

Skills and Qualifications:

- An interest in Indigenous film, media art, and curation; connections and familiarity with the Indigenous and media arts communities, organizations, businesses are an asset;
- 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, meticulous attention to detail;
- High level of professionalism and ability to interface and collaborate in an inclusive environment;
- Comfort and familiarity with working with computer systems and applications (Google Workspace, online project management platforms) and processes (mail merge) (training will be provided but adeptness with computers is required);
- An ability to work independently and as a team in a fast-past environment that requires multi-tasking, ability to think creatively and constructively on-the-spot, with a “what else can I do?” attitude;
- Must be able to work from home in a place with reliable internet and your own computer and smartphone;
- Commitment to work scheduled business hours is required;
- Must be available to work occasional overtime approaching the dates of our October Festival (which will take place October 17 - 22, 2023).

imagineNATIVE is proud to have a dynamic and diverse staff with the majority being Canadian and international 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.

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