



Institute Administrative Assistant

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

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

- Assist Institute team with organizing digital filing system for the Institute's archives
- Assist Institute Coordinator with scheduling meetings and workshops with Institute lab participants, facilitators
- Training on practices for updating Institute paperwork (LOAs, contracts, call for applications)
- Collecting and organizing material from partners, participants, and Institute alumni (bios, headshots)
- Ensuring materials for the screenwriting labs (Features, Shorts, and Series) are collected and uploaded to the appropriate drive folder
- Ensuring applications for Institute Lab/mentorships are collected and uploaded to the appropriate drive folder
- Send notifications to Institute lab/mentorship applicants and selected participants regarding their acceptance into lab/mentorships
- Shadow Institute Lab Feedback calls (feedback participation is optional)
- Consult Institute timeline to ensure programs are meeting deadlines/deliverables
- Connect with communications with imagineNATIVE Communications Department to review and ensure all announcements and calls for applications have the correct information and are released on the appropriate date
- Assisting Institute team on Industry days admin, scheduling, planning, facilitating, and festival delivery
- Liaise with other departments and staff as necessary
- Other related administrative duties

Promotional Materials & Website

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

- Work with Institute and Communications staff to develop a unified 'look' for Institute promo materials
- Assist with organize and track promotional assets
- Collaborate with Institute Manager and Fundraising and Development Manager 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

- Implement digital filing system for materials in Institute's Google Drive
- Organize archived Drive 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 and participants for all Institute labs and 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
- Participate in job-related training activities as necessary
- Participate in job-evaluations, as necessary

Additional Details:

- Fixed-term contract: April 1, 2024 to March 31, 2025 (35 hours/week)
- Compensation rate: \$24/hour
- Must be available to work occasional overtime during and in the lead-up to the dates of the imagineNATIVE Film + Media Arts Festival
- Position requires work-from-home capabilities with reliable internet with one in-office day per week at the imagineNATIVE offices located in Toronto (401 Richmond Street W)
- Deadline: March 15, 2024 at 11:59 PM ET

Potential candidates must be First Nations, Inuit, or Métis and reside within the GTA. Must be registered or eligible to register with Miziwe Biik Aboriginal Employment and Training.

Non-registered candidates can contact reception@miziwebiik.com to set up an appointment.]

Submit your cover letter and resume to employment@imagineNATIVE.org with the subject "Institute Administrative Assistant." Should you require any accommodations in the application process, please contact employment@imagineNATIVE.org.