



## **Publications + Archives Coordinator | 2024 Job Description**

Fixed-Term Contract | 35 hours/week | April 2, 2024 to December 3, 2024

Reporting to the Communications Manager, the Publications + Archives Coordinator will focus on project management, with work including liaising interdepartmentally, maintaining timelines, and coordinating deliverables for the imagineNATIVE Film + Arts Festival's print catalogue, as well as the development and launch of imagineNATIVE's digital archive/artist directory project and other projects related to the 25th imagineNATIVE Film + Media Arts Festival (which will take place in June 2025). This position will also support the Communications department in other projects and interdepartmental initiatives and may, on occasion, include other duties as well.

For reference, please review our [archive of past Festival catalogues](#).

### **Primary Responsibilities**

Project Management + Coordination:

- Manage the production process for the annual Festival catalogue, coordinating with all internal and external stakeholders end-to-end, and following up as necessary to ensure deadlines are met
- Lead the imagineNATIVE archive/artist directory project from start to finish and collaborate with imagineNATIVE's Communications Manager, Website Coordinator, other imagineNATIVE staff and leadership, and external teams, including but not limited to website developers, funders, and artists
- Research, catalogue, and organize materials for special projects related to the 25th Anniversary Festival (on-site work is required)
- Organize a clear workflow and process for the coordination of the Festival catalogue and the imagineNATIVE archive/artist directory, with a mindset toward planning the workflow for future project maintenance and production
- Serve as a direct liaison between imagineNATIVE staff, third-party contractors, contributors, artists, and others directly involved in projects
- Work with the Fundraising department to coordinate ad and logo placements, as well as funding and partnership opportunities
- Review, proof, and fact-check all content, such as copy and image credits
- Organize project files including image files and written sections
- Organize and facilitate the digitization of archival materials (including video, audio, text, and image records) at the imagineNATIVE office



- Use the imagineNATIVE brand guide and writing style guide and ensure that materials comply with both guides
- Research and solicit quotes for third-party contractors to assist with projects, as requested by the Communications Manager
- Work with the Creative Coordinator and imagineNATIVE's third-party Designer to ensure a smooth workflow in implementing project-related visual materials
- Coordinate across multiple team members and departments to ensure materials and information is consistent across multiple platforms (e.g. the website, social media, promotional materials, outreach materials, etc)
- Support in devising and implementing smooth approvals processes for projects and Communications team materials

#### Reports + Internal Processes:

- Assist in training and onboarding future staff and volunteers
- Work with the Communications Manager and other imagineNATIVE staff to create post-mortem reports following imagineNATIVE events as needed
- Compile reports for imagineNATIVE staff, management, the Board of Directors, and partners/funders as needed
- Create reports and training documentation to ensure a smooth transition for future staff to maintain and update the archive/artist directory and to create future catalogues

#### Qualifications

- 2+ years of experience in project coordination and management, including meeting deadlines and creating an organized workflow when working across multiple departments and teams
- Meticulous attention to detail and a strong grasp of organizational methods and systems
- Excellent writing and editing skills
- Comfort and familiarity with working with applications such as Zoom, Microsoft Office, and Google Suite (including Google Meet, Docs, Sheets, Slides, etc)
- Experience with project management platforms such as monday.com, Asana, Trello, etc and/or the ability to pick up new technologies quickly
- Enthusiasm and skill for both leading projects and taking direction, as well as excellent interpersonal communication and teamwork skills
- Keen ability to research other publications and digital archives/artist directory platforms, and reach out to external teams as needed to build connections and collaborate with other teams to gain experience from similar projects



- Motivation to be a self-starter, team player, and collaborator who is looking to learn and take on new challenges as they come, with an ability to work just as well independently as within a team, with an initiative-taking, “what else can I do?” attitude
- Ability to remain level-headed and focused in a fast-paced environment that requires multi-tasking and an ability to solve problems creatively and constructively on the spot
- Experience working in a film festival environment and a demonstrated interest in Indigenous film, arts, and culture an asset
- Strong interest in film, screen-based media, and social advocacy an asset
- Understanding of website design/platforms related to user experience and accessibility, an asset
- A strong eye for design and understanding of information hierarchy an asset
- Adeptness with design programs such as Canva and the Adobe Creative Cloud suite (Photoshop, Illustrator, InDesign, Premiere Pro) an asset
- Experience with social media content creation and community management an asset

#### **Additional Details**

- Fixed-term employment contract: April 2, 2024 to December 3, 2024, 35 hours/week
- Must be available to work occasional overtime during and in the lead-up to events and project launch dates
- Must be able to work from home in a place with reliable internet and your own computer and smartphone
- Occasional in-office work required at our Toronto office (located at 401 Richmond St W)
- Occasional in-person work required at events
- Compensation rate: \$23.15/hour
- Application deadline: March 27, 2024 at 12:00 PM (noon) ET; position will remain open until filled thereafter

Submit your cover letter and resume to [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org) with the subject “Publications + Archives Coordinator” by March 27, 2024 at 12:00 PM (noon) ET to apply. Position will remain open until filled thereafter.

*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](mailto:employment@imagineNATIVE.org).