



Events + Outreach Administrative Assistant

The **Events + Outreach Administrative Assistant** reports to the Operations Manager. Working closely with the Lead Events + Outreach Coordinator, the Events + Outreach Administrative Assistant is responsible for assisting in planning, coordinating, and executing events at the imagineNATIVE Film + Media Arts Festival as well as communicating and coordinating with community groups, schools, and organizations who wish to host or offer opportunities to present imagineNATIVE activities and initiatives. The Events + Outreach Administrative Assistant will act as a front-facing representative of the organization and will promote imagineNATIVE programs and opportunities to diverse communities in a professional and positive manner.

Events Responsibilities

- Assist with the in-person Festival Events (ticketing, crowd control, setup/teardown, reports and relaying all necessary issues or details to supervisor)
- Send invitations for events and track RSVPs
- Assist in organizing artist assets, contracts and invoices, headshots and short biographies
- Retrieve accessibility information from venues to create an accessibility document for the festival website.
- Assist with reaching out to artists, vendors, and venues for quotes
- Assist with in-person ticket sales and registration for special events
- Communicate effectively with artists, venue staff, and attendees
- Write a post mortem report of the Festival
- Research, connect and attend other like events for work purposes
- Assist with the creation of internal volunteer requests, and coordinate Event Volunteers to assure the smooth running of in-person events
- Be present and available for all assigned in-person events presented by imagineNATIVE or its partners
- Experience and/or willingness to learn equipment and technical aspects of live events
- Complete other tasks as assigned

Outreach Responsibilities

- Communicate with Indigenous and non-Indigenous events, educators, schools, art organizations, and businesses with the intent to encourage groups to learn about imagineNATIVE
- Working with Google Sheets, Google Docs, monday.com and mail merge.
- Data entry, information gathering and organization of files, materials, and documents.
- Initiate and organize outreach events/activities, assuring appropriateness and encouraging community engagement

- Work in collaboration with the Communications Team and interdepartmentally to initiate and publicize internal and external programs and events
- Working interdepartmentally to acquire assets for outreach campaigns
- Assisting with the imagineNATIVE Tour Program as requested by management (travel outside of the GTA may be required)
- Additional tasks as required

Additional Details:

- Fixed-term Contract: April 1, 2025 - March 31, 2026
- 35 hrs week Wage: \$23.15/hr
- Deadline: March 14, 2025

Potential candidates must be First Nations, Inuit or Metis 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 CV/resume and cover letter to employment@imagineNATIVE.org with the subject "Institute Administrative Assistant." Should you require any accommodations in the application process, please contact employment@imagineNATIVE.org.