



Industry Days Coordinator | 2025 Job Description

Fixed Term Contract | 35 hours/week | March 10, 2025 to June 10, 2025

The Industry Days Coordinator reports to the Institute Manager and provides support to the Institute team by assisting with planning, and carrying out Industry Day's preparations and operations during the imagineNATIVE Film + Media Arts Festival.

Primary Responsibilities:

- Assist the Institute Team with planning Industry Days events, ie. book venues, prepare invitations, communicate with external vendors, build schedules, lock-in guests and guest speakers, assemble curated invite lists for Film Market. ● Maintain professional and timely email correspondence
- Work closely with Guest Services to distribute attendee accreditation and book travel + hotel accommodations
- Oversee the logistics of the event, including registration, set-up, and on-site activities, such as events, breaks and volunteers
- Assist the Institute Team with Festival outreach
- Prepare and collect Industry Days surveys and calls for applications ● Working with Festival Technical Manager to ensure all venue spaces have the appropriate tech to run Industry Events.
- Consult and update the Institute timeline to ensure Industry Days preparation is meeting deadlines/deliverables
- Liaise with other departments and staff as necessary
- Other related administrative duties as assigned by the Institute Coordinator

Promotional Material:

- Collect collateral materials from Industry Days participants and guest speakers to collaborate with the Communications Team to create promotional and design materials
- Organize and track promotional assets
- Work with the Fundraising Team to ensure appropriate logo placements for imagineNATIVE & partner logos.
- Liaise with the Institute staff, internal departments, and industry delegates in the production of materials

- Organize and collect online files for upload for the imagineNATIVE Film + Media Online Festival

Administrative Assistance:

- Provide consistent reminders to Institute staff about upcoming deadlines and deliverables for Industry Days via Monday.com
- Schedule meetings between staff and participants for Industry Days events ● Collecting & organizing collateral materials for Industry Days speakers (headshots, bios, etc.)
- Sending reminders to speakers/facilitators for Industry Days events ● Manage invoices and ensure all speakers/facilitators, vendors, and venues receive payments
- Working with Institute Coordinator in organizing Industry Days delegates list ● Participate in job-related training activities as necessary
- Participate in job evaluations, as necessary
- Additional related administrative duties

Additional Details:

- Fixed-term contract: March 10 - June 20, 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 (June 3 - 8, 2025)
- Position requires work-from-home capabilities with reliable internet with some in-office time at the imagineNATIVE offices located in Toronto.
- Application deadline: **February 28, 2025 at 11:59 PM ET**; the position will remain open until filled thereafter
- Familiarity with Indigenous films is an asset
- Event planning is an asset
- Communication skills
- Takes initiative and self-motivated

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

Questions to add to the application:

Do you have a favorite Indigenous film?

Can you give us an example of when you took initiative in the workplace?

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.