



## PRINT TRAFFIC COORDINATOR

### JOB DESCRIPTION

The Print Traffic Coordinator will work within the Artistic Programming Team. Under the Program Manager's guidance, they will assist in delivering programs and initiatives related to the Artistic department's Festival and year-round critical path to present film and media arts by Indigenous Artists. The Print Traffic Coordinator will facilitate the delivery of imagineNATIVE's film + video content from artists, lead the quality control check of the on-screen content, and collaborate on the delivery of content to the venue in a timely and efficient manner.

### DETAILS

Start date: February 24, 2025

End date: June 20, 2025

Fixed Term Contract: Part-time (16 hours a week) until March 15, 2025, and then the position moves into full-time (35 hours a week)

Compensation: \$24/hr

Application deadline: February 14, 2025 at 11:59 PM ET; the position will remain open until filled thereafter

### Festival Planning and Execution:

- With the Program Manager, implement and oversee the annual, selection, and award processes for Film/Video, Digital + Interactive, and Audio works for the Festival, Artistic programming;
- With the Program Manager, implement any special/guest-curated Film/Video/Audio, Exhibitions, and community/youth initiatives for the Festival, Artistic programming;
- Work with the Operations Team on the logistics, execution, and specs for delivery pathways and programming initiatives
- Track & review submissions on Cinesend to make sure content is present & correctly captioned.
- Work with the Program Manager to assist with the needs of the external Programming Selection Committee and Awards Jury Members to watch films.



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- Communicate consistently with filmmakers regarding deliverables and deadlines (exhibition copies, stills, synopsis, other info);
- Communicate with filmmakers, under the direction of the Program Manager, to coordinate Artist contracts and payments.
- Liaise with filmmakers and Cinesend to ensure captioning of films is facilitated for in-person and online screenings in collaboration with Operations Team delivery timelines (creation of .srt, .sctt files, etc.)
- With the Operations Team, liaise with the Technical team at Festival Venues for In Person Screening delivery timelines, specs, technical checks and more.
- Assist with all relevant Film/Video works programming written content for the Festival catalogue and related dissemination, including marketing, online initiatives, and Festival Website;
- Liaise between filmmakers and our content delivery partner on media delivery and format verification, and quickly communicate with filmmakers regarding format issues and outstanding deliverables;
- Perform general administrative duties during the Festival, such as liaising with artists and delivering post-Festival reporting, analytics, and data entry.
- During the Festival act as a runner between cinemas during screenings, making sure all speakers are present, prepared and ready for intros and Q&As.

#### **Additional Responsibilities:**

- 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 artistic programming needs, as well for other departments;
- Assist in collecting supplementary materials for curatorial grants, exhibitions, programs, and events;
- Work with the Operations Manager and the Website Coordinator to manage Artistic Programs on the iNdigital presentation platform including media management and applying organizational brand and formatting guides supporting various platforms - presentation platform, social media, website, etc.

*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*



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



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