



Programming Administrative Assistant

The Programming Administrative Assistant will support the Programming team in planning, executing, and reporting on artistic Year-Round and Festival related programming. The training provided will cover administrative and arts management skills related to film, media arts, and cultural sectors. The Programming Administrative Assistant will learn incredibly valuable, practical, on-the-ground training related to Indigenous curatorial practices at the world's largest Indigenous film and media arts Festival.

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

Year Round Programming

- Assist in meeting the year-round timelines through tracking important deadlines for projects, programs, and events;
- Assist Artistic Director and Program Manager in managing Programming partnership opportunities;
- Implement Artistic Programming digital filing system for year round programming;
- Assist and compile supplementary materials for programming needs that reflect the funders, artists, and initiatives;
- Assist in collecting supplementary materials for curatorial grants, exhibitions, programs, and events;
- Work with Operations platform/web coordinator to manage Artistic Programs on the iN digital presentation platform including media management and applying organizational brand and formatting guides supporting various platforms - presentation platform, social media, website, etc.

Festival: Coordination, Execution, and General tasks:

- Assist in the planning and execution of Officially Selected and Artistic Programs in relation to film/video, audio, and exhibitions during the Festival;
- Assist in the organization of the Festival Catalogue, specifically updating the organizational formatting and brand guides;
- Revise and update delegate contacts in database and on delegate's list;
- Assist in collecting script materials and drafting scripts;
- Assist with Programming logistics, artists delegate hospitality and guest services;
- Assist as a team-member with basic administrative duties to ensure the office environment is professional and efficient;
- Post-Festival reporting on Festival programming stats and project post mortems/narratives for various partnerships;
- Participate in job-related training activities as necessary;
- Participate in job-evaluations, as necessary;
- Prepare monthly reports for Artistic Director and Board of Directors;

- Provide back-up support for screening Intro and moderating Q&A sessions during the Festival
- Assisting Production Coordinator in prepping speakers backstage at screenings

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.