



Production Assistant (x2)

June 1-8, 2025

\$23.15/ hour, Invoiced to imagineNATIVE Film + Media Arts Festival

All Production Assistants will report directly to the Lead Production Coordinator and the Operations Manager. They will assist in the production elements of a venue during the imagineNATIVE Film + Media Arts Festival. Live sound experience is an asset.

Primary Responsibilities

- Point person for tech checks with venue staff
- Assisting with or acting as stage management for smooth run of intros & q&a's
- Managing all on screen content during imagineNATIVE Industry Days
- Running sound for up to 4 handheld mics
- Working with Operations Manager + Accessibility Coordinator to ensure AODA compatibility with all materials, Content, Venue Access Points, and Community Outreach.
- Assisting with daily Production administrative tasks and collaborating with various departments to streamline project timelines and communication.
- Working across all departments as required
- Providing recommendations in post-Festival report
- Tasks as determined by Lead Production Coordinator

Additional Details:

- Independent contract: June 1, 2025 to June 8, 2025
- \$23.15/hour
- Must be available in person, in Toronto, during the imagineNATIVE Film + Media Arts Festival (June 3-8)
- imagineNATIVE is hiring 2 Production Assistants
- Application Deadline: May 2, 2025 at 11:59 PM ET



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