



## Events + Outreach Administrative Assistant

The Events + Outreach Administrative Assistant reports to the Operations Manager. Working closely with the Operations Manager and the 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 that 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 ticketing, crowd control, setup/teardown, etc. of in-person Festival Events
- Send invitations for events and track RSVPs
- Assist in organizing artist assets, contracts and invoices, headshots and biographies
- Retrieve accessibility information from venues for the Accessibility Coordinator and Accessibility Website Page
- 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
- 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
- Experience and/or willingness to learn equipment and technical aspects of live events
- Write a post mortem report of the Festival
- Complete other tasks as assigned



401 Richmond Street West, Suite 446  
Toronto, Ontario M5V 3A8

+1 416 585 2333  
[info@imagineNATIVE.org](mailto:info@imagineNATIVE.org)  
[post-mortem](#)

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## 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, and monday.com
- Data entry, information gathering and organization of files, materials, and documents.
- Initiate and organize outreach events/activities, assuring appropriateness and encouraging community engagement
- Working interdepartmentally to acquire assets for outreach campaigns
- Assisting with the imagineNATIVE Tour Program as requested by management
- Additional tasks as required

## Additional Details

- Fixed Term Contract: April 1, 2026 - March 26, 2027 (35 hours/ week)
- Compensation Rate: \$23.15/ hour
- Must be available to work occasional overtime during and in the lead-up to the dates of the imagineNATIVE Film + Media Arts Festival
- Position requires work-from-home capabilities with reliable internet with some in-office time at the imagineNATIVE offices located in Toronto.

## Application Deadline: Sunday, March 1, 2026 | 11:59pm

Potential candidates must be First Nations, Inuit, or Métis 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](mailto:reception@miziwebiik.com) to set up an appointment.

Submit your cover letter and resume to [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org) with the subject "Events + Outreach Administrative Assistant." Should you require any accommodations in the application process, please contact [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org).



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