



## Institute Administrative Assistant

The Institute Administrative Assistant provides support to the Institute Manager and the Institute team by assisting with administrative and organizational duties. This is an exciting opportunity to learn about professional development programs in the industry, project management, international markets, and to see the full cycle of producing the annual Industry Days for the imagineNATIVE Film + Media Festival.

### **Responsibilities**

- Assist with maintaining the digital filing system for the Institute's archives
- Working with multiple schedules and time zones to assist in scheduling meetings and workshops with Institute lab and Industry Days participants, facilitators and partners
- Send mail-merges for lab and mentorship call for applications + other Institute announcements; and assist in Call for Application reviewing
- Assisting in updating Institute paperwork (LOAs, contracts)
- Collecting and organizing material from partners and participants (bios, agreements, logos, headshots)
- Consult the Institute's timeline to ensure programs are meeting deadlines/deliverables
- Liaise with other departments and staff as necessary
- Collect Institute data and feedback from year-round and Industry Days participants
- Assist in outreach to communities globally for the Institute's initiatives.
- Assist the Institute team with planning and maintaining year-round and festival programs
- Support with the Institute's visibility through social media and promotion within the city
- Complete post-mortem report for the annual festival

### **Promotional Materials & Website**

- Collaborate with the team in the creation of promotional materials - create copy descriptions as needed for Institute labs and events throughout the year
- Work with the Institute and Communications staff to maintain a unified "voice" for Institute promo materials



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- Organize and track promotional assets
- Work with fundraising to ensure appropriate logo placements of partners and sponsors
- Collaborate with Communications staff in keeping the Institute updated with alumni news, current participant and program info

## **Administrative Assistance**

- Scheduling meetings between staff, partners, and participants for Institute labs, mentorships and Industry events
- Collecting & organizing collateral materials and deliverables from Institute lab participants
- Collecting & organizing collateral materials for Industry Days speakers (headshots, bios, etc.)
- Sending upcoming deadline reminders to lab participants
- Sending reminders to speakers/facilitators for Institute labs and Industry Days events
- Participate in job-related training activities and evaluations as necessary

## **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 “Institute Administrative Assistant.” Should you require any accommodations in the application process, please contact [employment@imagineNATIVE.org](mailto:employment@imagineNATIVE.org).

