

Operations & Communications Co-ordinator Job Opening

Based in Dartmouth, Nova Scotia and reporting to the Executive Board of I.A.T.S.E. (International Alliance of Theatrical Stage Employees and Moving Picture Technicians) Local 849, the new position of Operations and Communications Co-ordinator is an exciting and dynamic role which relates both to the film and television production industry as well as the trade union movement.

As the successful candidate, you will be working in a small office with a strong team environment to help serve over 340 members who work in behind the scenes technical occupations in the film and television industry in all three Maritime provinces.

Duties

- General office duties including greeting members, answering phones, liaising with suppliers to maintain office materials and equipment
- Developing and maintaining up to date forms and documents
- Communicate and collaborate with Web Developer, Email and other telecommunications providers regularly as well as any external technical support services
- Act as a Privacy Officer for the Local
- Maintain the member database as well as create master production files within the database
- Execute regular website and social media updates
- Assist in the creation and distribution of all communications to members including regular quarterly newsletters and other communications as necessary
- Assist with the preparation of meeting materials for monthly Executive Board Meetings, Quarterly Membership Meetings, Committee meetings and any other meetings as may be required
- Participate on Committees as instructed by the Executive Board
- Carry out all facets of the membership process, including new applications, withdrawals, transfers, retirements, etc.
- Provide administrative support to the Business Agent, Executive Board, and other team members as required

Qualifications

- Completion of 1 or 2 year community college program or equivalent experience
- Excellent verbal and written communication skills
- Able to problem solve in an innovative and creative manner
- Above average time management and logistical skills
- Exemplary networking abilities and the ability to communicate effectively with members, other industry professionals, the public and the media
- Self-motivated and able to work as effectively on solo projects as well as team pursuits
- Strong aptitude for organization, accuracy and attention to detail
- High level of proficiency with the most up to date Windows Operating System and the full MS Office Suite of programs, including Word, Excel, Powerpoint and Publisher
- Thorough working knowledge of the MailChimp and Google platforms, including Google Forms, Calendar, Drive, Meet & Hangouts, as well as Twitter, Instagram and Facebook
- Good working knowledge of standard meeting agendas, minutes and procedures
- Familiarity with Joomla or other comparable content management systems
- Production industry or related entertainment industry experience required

Schedule and Compensation

- The position of Operations and Communications Co-ordinator is a full-time permanent position with a standard work week, however, due to the nature of the industry flexible work hours may sometimes be necessary.
- A competitive remuneration package will be offered which includes health benefits, life insurance, RRSPs, vacation and other entitlements. The position is paid hourly and the wage range is negotiable between \$19 - \$24/hour based on skills and experience.
- The position will commence on July 2nd, 2019. A probationary period of 3 months will be in effect followed by a performance review and annual performance reviews will follow.
- A cell phone, valid driver's license and reliable transportation are required.

Summary

As a key member of a small team, adaptability and an aptitude for multitasking are absolutely essential. The film, television and new media industry is fast paced and constantly changing, and technologies advance and evolve at lightning speed. The ideal candidate will be able to adapt and respond quickly to the ever-changing needs of our members through a commitment to ongoing personal development and continuing education.

As a new employee you will be required to read and agree to all internal policy, including but not limited to the areas of employment, privacy, health & safety and harassment & violence.

Cover letters and resumes should be addressed to:

**Jenny M. Reeves, President I.A.T.S.E. Local 849
617 Windmill Rd, 2nd Floor
Dartmouth, NS
B3B 1B6**

Or reply to this ad via email with your resume: president@iatse849.com

I.A.T.S.E. Local 849 is committed to ensuring the ongoing success of our organization and its members and employees by providing an atmosphere which fosters the free sharing of ideas and nurtures growth through opportunities for training and education.

I.A.T.S.E. Local 849 hires on the basis of merit and is committed to employment equity. We value diversity and inclusion in the workplace and we look forward to entertaining applications from all qualified persons. We thank you for your interest in being part of the I.A.T.S.E. Local 849 team, however only those candidates selected for an interview will be contacted.