

CANADA SUMMER JOBS- ADMINISTRATIVE ASSISTANT POSITION

\$13.00/hour, 300 hours, (10 weeks at 30 hours/week)

IATSE Local 849, 617 Windmill Rd, 2nd floor, Dartmouth, NS

Start Date: Approximately early-mid June

The International Alliance of Theatrical Stage Employees (I.A.T.S.E.) Local 849, Moving Picture Technicians

www.iatse849.com

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.

Local 849 functions through a volunteer seven-person Executive Board which is elected from the membership every three years. The Executive Board meets monthly and we hold quarterly general membership meetings.

Local 849 collaborates with and supports the Screen Arts program at the Nova Scotia Community College, Ivany Campus. We facilitate and deliver a week-long Film Set Etiquette and Safety workshop which includes visits and a Q&A with experienced local filmmakers/technicians. We also regularly collaborate with AFSCOOP (Atlantic Filmmakers Cooperative) by presenting day long Film Set Etiquette and Safety seminars for their young filmmakers. Our office, located in Dartmouth, employs 3 staff members: the Business Agent, an Operations/Communications Coordinator and a Financial Administrator. The Local also manages and administers its Health and Benefits plan through its own Health and Welfare Trust.

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.

Tasks and responsibilities

Under the supervision and direction of the Business Agent (BA), and from time to time the Operations and Communications Coordinator, some duties will be project based while others will be general in nature. Duties include but are not limited to:

- Outreach with members, potential members, suppliers and the public. Particularly working with members to update resumes and credentials
- Establishment and execution of an Instagram account and bolstering our current social media presence as well as posting regularly to our website
- Daily scanning of media sites/industry communications for information to share with members
- Assist with design and implementation of member newsletters
- Revision and updating of existing course booklets
- Assist staff in organizing and executing member training programs
- Assist with the preparation of meeting documents for Executive Board and General Meetings, attend meetings and possibly assist with minute taking (training provided)
- Assist with the preparation of information packets for new members, heads of department working on set and shop stewards
- Accompany the Business Agent on set visits as required
- Archive historical documents for digital preservation as well as sorting and cataloguing of historical production data, workplace policies, meeting minutes, standard agreements and other documentation as required
- General clerical duties, (answering phones, photocopying, etc)
- Assist in the creation of Power Point presentations for meetings

- Assisting with the development and implementation of an environmental initiative to eliminate single use water bottles within the industry. This project will be ongoing and will require collaboration with other industry partners and organizations

Required Skills

- Familiarity with Windows 10 and the Microsoft Office suite of programs
- Good time management and problem solving skills
- Possess the ability to work as a team player as well as the potential to work occasionally on their own
- Excellent verbal and written communication skills
- Basic technical abilities relating to the use of phones, computers, webcams, digital projectors, photocopying equipment
- Basic knowledge of social media, Google, Skype and MailChimp platforms, (some training provided)

Summary

The successful candidate will be given their own workspace within the office, access to a desktop computer and supervision will be consistent. They will be given access to the LinkedIn Learning platform to help hone their skills in many areas and some time will be provided within working hours to engage in education and self-development.

The successful applicant will be required to abide by the I.A.T.S.E. Equality Statement, the Canadian Creative Industries Code of Conduct, as well as all in house workplace policies, including but not limited to policies regarding employment conditions, Harassment, Occupational Health & Safety . Due to the nature of the business the applicant will also be required to sign a Non-Disclosure/Confidentiality Agreement.

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.

Canada Summer Jobs positions are targeted at “youth”. This job is only open to individuals between the ages of 18 and 30.

Please apply by sending your resume to Shelley Bibby, busagent@iatse849.com