

PRODUCTION ASSISTANT

The Production Assistant will help coordinate, manage, and execute all ISF2021 production and technical logistics for virtual and in-person events. They will play a key role in ensuring the festival runs smoothly through effective logistics coordination and communication.

This is a full-time seasonal role (April-July) generally working Mon-Fri office hours, though the hours will vary and sometimes include evenings and weekends. Much of the computer work will be performed remotely due to the pandemic, and in-person work (following the strictest health and safety measures) will be required for filming and live events/exhibitions.

The Production Assistant reports to the Festival Producer and will work closely with the Artistic Director, Production Manager, Production Coordinator, and Festival Administrator to execute the festival vision.

Please note that this role may require that candidates meet [Canada Summer Jobs eligibility requirements](#) and may be subject to funding. See pages 13-14.

QUICK SUMMARY: *To be eligible, an individual must:*

- *be between 15 and 30 years of age at the start of the employment*;*
- *be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and,*
- *have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.*

RESPONSIBILITIES

- Assist with venue/location management, including coordinating timing, schedules, site access, load-in/load-out.
- Assist in all tasks relating to production, logistics, setup/strike, and site operation for virtual and in-person events
- Manage delivery schedules and assist in equipment, gear, rental, and meal pickups/drop-offs
- Coordinate administrative aspects of production, including updating event schedules, 'production notes' documents, and supplementary information, as well as scheduling meetings, technical trainings, and rehearsals
- Maintain master lists and contact sheets with all relevant, up-to-date details
- Assist in responding to production and tech-related inquiries from artists, vendors, talent, production personnel, and ISF's production team, and provide required support as necessary
- Communicating regularly with the entire festival team, ensuring all are apprised of ongoing production tasks and updates
- Collect and distribute production details between appropriate ISF team members
- Help with writing and disseminating welcome packs and tech info packs that provide clear, helpful information about the event, rehearsals, tech setups, event links, start/end times, etc.
- Assist in managing production paperwork and record-keeping
- Prepare a final report summarizing work done, successes and failures, and suggestions for the future, and participate in an exit interview
- Be a warm and welcoming point-of-contact for all production personnel (on-site and online)
- Assist Volunteer Coordinator with festival volunteers

WORK SETTING:

- ISF Office and Home Office
- Performance venues

- Outdoors
- Standing and walking (up to 8 hours on your feet when filming)
- Physical aspects can include lifting and carrying items under 20lbs

YOU MIGHT BE THE PERSON WE ARE LOOKING FOR IF YOU ARE:

- Organized self-starter who can see the big picture and create plans and follow directions to execute the overall vision
- Detail-oriented and extremely thorough – nothing gets past you!
- An outgoing, friendly and energetic person with exceptional interpersonal skills who works well in a team dynamic
- A problem-solver who is confident in ever-changing environments and situations remains cool under pressure and can easily roll with sudden, last-minute changes.
- A planner extraordinaire – you like to be extra-prepared and can anticipate needs and flag issues well in advance
- Eager to serve as an ambassador for the festival and provide a positive first impression

SOFTWARE/TECH WE LOVE

- Asana
- Cinesend/Event
- Gmail/Google Drive/Meets
- MS Office - Word/Excel
- Slack
- Whatsapp
- Zoom

TO BE SUCCESSFUL IN THIS ROLE, YOU MUST:

- Have solid written and verbal communications skills, and provide samples of your writing
- Have a strong work ethic and schedule flexibility
- Be active and comfortable with working outdoors and manual tasks (moving, lifting, carrying, unloading)
- Perform well under pressure and be able to handle situations on the fly
- Be committed to equity, diversity, and inclusion practices
- Driver's license and access to a vehicle is an asset
- Have some festival or event experience
- Be a genuine lover of arts and culture and the world of live and digital events!

REMUNERATION

\$19.50 - \$24.00 per hour (based on experience) + 4% Vacation Pay

HOW TO APPLY

Please apply with your cover letter and resume as a single pdf file on our website (link below). The expected start date is April 14.

https://docs.google.com/forms/d/e/1FAIpQLSfiXKcAT9Xf_W-JaLusAie02h7L_x0U1DMadAvXVnmfJsPPhA/viewform

We are alert and sensitive to the issue of fair and equitable treatment for all, and ISAS has a special concern with the participation and advancement of members of four designated groups that have traditionally been disadvantaged in employment: visible minorities, Indigenous peoples, women, and persons with disabilities. As a result, the Society reserves the right to give preferential treatment during the hiring process to such aforementioned groups in efforts to eliminate the underrepresentation of those designated groups in the workplace. We also request that if you have a

disability or special need that requires accommodation, please let us know so we can do our best to meet your needs.