

PRODUCTION LIAISON

The Production Liaison will be responsible for coordinating and communicating all ISF2021 production and technical logistics for virtual and in-person events to artists. They will play a key role in ensuring the festival runs smoothly and that artists enjoy a professional, highly-organized, and stress-free, and positive experience.

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 some in-person work for filming and live events/exhibitions will be required (following the strictest health and safety measures).

The Production Liaison reports to the Festival Producer and will work closely with the Artistic Director, Production Manager, and Festival Administrator to execute the festival vision and ensure overall success. *

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

- Compile artist information packages including bios, photos, signed contracts, and technical performance requirements
- Maintain an 'Artist Master List' with all relevant, up-to-date details, as well as the 'Artist Section' in 'Production Notes' for each event
- Receive artist inquiries and provide the required support, or forward as necessary
- Manage all production and tech-related communication between artists and ISF's production team
- Write and disseminate welcome packs and tech info packs that provide clear, helpful information about the event, rehearsals, tech setups, event links, start/end times, etc.
- Attend weekly meetings and communicate regularly with the entire Festival team, ensuring all are apprised of ongoing tasks and artist updates
- Collect and distribute artist information and production details between appropriate ISF team members (i.e., for use on website, in marketing materials, production notes, and planning, festival reporting, etc.)
- Update and fulfill the milestones set out in the central timeline
- Keep easily accessible records of all work to ensure organizational continuity
- Be a warm and welcoming point-of-contact for all artists and assist in all production, logistics, and site operation tasks for virtual and in-person events
- Coordinate green room and backstage hospitality on event filming days, in line with evolving health and safety guidelines, and manage Artist Riders
- Request artists to fill out a post-festival feedback form
- Prepare a final report summarizing work done, successes and failures, and suggestions for the future.

WORK SETTING:

- ISF and Home Office
- Performance venues
- Outdoors for filming
- 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:

- Exceptional interpersonal skills: An outgoing, friendly and energetic person who can empathize with artists and their needs.
- A planner extraordinaire – you are detail-oriented, extremely thorough, extra-prepared, and can anticipate needs and foresee issues well in advance
- A problem-solver who is confident in ever-changing environments and situations and can easily roll with sudden, last-minute changes
- An organized self-starter who can see the big picture and plan necessary steps to get there
- Cheery and kind, but firm and cool under pressure
- Enjoy forging positive, professional, and respectful relationships with a diverse range of artists
- Eager to serve as an ambassador for the festival and provide a positive first impression for artists.

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 impeccable written and verbal communications skills, and provide samples of your writing
- Perform well under pressure and be able to handle situations on the fly
- Be active and comfortable with working outdoors and manual tasks (moving, lifting, carrying, unloading)
- Have a strong work ethic and schedule flexibility
- Ideally, have a driver's license and access to a vehicle
- Have some festival or event experience
- Be committed to equity, diversity, and inclusion practices
- 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/1FAIpQLScsU3PyKaq-bl3e8BenS4y7BqAqdh9CpA3qqU7E5e005gRFhA/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.