



PRODUCTION PROGRAMS MANAGER

Full-time/Permanent

Production Department

35 hours per week

Monday to Friday, with occasional evening and weekend work required.

Salary: \$36,400 with a raise expected in the first year.

Application Closing Date: August 18th, 2022

Start Date: ASAP

We encourage all applications from Indigenous, Black, racialized, disabled and Queer/trans/2 Spirit persons. Applicants can self-identify in their cover letters. We welcome all applicants with a wide range of experience to apply as well.

Contact leslie@winnipegfilmgroup.com with any requests for accommodation during the hiring process.

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ABOUT THE WINNIPEG FILM GROUP

The Winnipeg Film Group (WFG) is an artist-run, non-profit media arts organization. Operating as a unique and dynamic media arts centre for nearly 50 years the WFG supports filmmakers and audiences locally, nationally, and internationally. Learn more at www.winnipegfilmgroup.com

PRODUCTION PROGRAMS MANAGER

The Winnipeg Film Group is looking for a permanent, full-time **Production Programs Manager**.

Reporting to the Executive Director, the Production Programs Manager will be responsible for managing the Winnipeg Film Group's production training, funding and technical programs. The incumbent will be responsible for coordinating seasonal training workshops, administering various production funding grants, and working collaboratively with the Technical and Equipment Manager in identifying gaps in the Production Centre's technical operations to implement changes needed to respond to the evolving needs of the Winnipeg Film Group's production membership. The Production Programs Manager will work with the Production team on production equipment acquisitions and maintenance, facility management and community relations to build capacity and efficiency through the professionalization of the Production Centre.

The ideal candidate will have deep technical experience in production equipment and post-production software with a drive to uphold best practices. Experience with analog film equipment and media is considered a strong asset.

The incumbent will have a collaborative spirit with experience in managing staff and community relationships. Strong communication, outreach and active listening are required to develop and sustain the Production Centre as an inclusive, vibrant and welcoming space. The Production Programs Manager will enjoy being part of a creative and enthusiastic team, working to carry out the mission of the organization and the Production Centre.

PRIMARY RESPONSIBILITIES INCLUDE:

- Managing the development and administration of seasonal production training workshops and artist talks; working closely with the Technical & Training Coordinator in the booking of instructors, workshop development, set-up, facilitation, and other related duties.
- Develop innovative training that responds to evolving film-related practices (expanded cinema & performance, hybrid digital and analog work, traditional and digital animation, etc.).
- Managing the administration and execution of production funding programs including the coordination of peer assessment juries, liaising with partner funders, awardees, and managing awardee reporting.
- Researching development and funding opportunities for the Production Centre and production related initiatives.
- Assisting the Technical and Equipment Manager and Technical & Training Coordinator when needed to support member booking of facilities, equipment, and general Production Centre maintenance.
- Responsible for administrative record keeping, budget and financial management.
- Upholding the Winnipeg Film Group's Safer Spaces, Discrimination and Harassment Policies throughout all of the Production Centre's programming, activities and initiatives.
- Upholding technical best practices and professionalism in the Production Centre.
- Responding to the needs of the local filmmaking community; promoting the access bursary program and other resources to foster equitable access.
- Developing and coordinating screenings and film incubators for the membership, including member screenings.
- Coordinating the marketing of Production Centre programs and initiatives.

QUALIFICATIONS

- Candidates with a degree related to filmmaking or 2+ years of relevant production and/or post-production experience are preferred.
- Experience and deep knowledge of handling camera equipment, grip gear and other production equipment which includes packing properly for travel is preferred.
- 1+ years of experience effectively supervising, managing, and training staff, including defining and assigning priorities, planning and organizing.

- Strong project management and organizational skills; ability to prioritize activities, manage multiple tasks (administrative and technical) within deadlines and act with minimal supervision.
- Proficiency in MS Office or Google software (Word, Excel, and Outlook).
- Proficiency working within both PC and Mac computer systems.
- Must be highly reliable, self-motivated, engaging and personable.
- A commitment to advancing diversity, equity, and inclusion; addressing systemic oppression and racism in our organization and sector.
- The ability to represent the WFG in the local community with maturity and professionalism.
- Strong verbal and written communication skills, with the ability to speak in public.

DESIRED SKILLS

- Experience in change management is an asset.
- Proficiency in French and/or an Indigenous language is an asset.
- Experience working with QuickBooks and other financial and administrative record-keeping experience is an asset.
- Working knowledge of design and post-production software such as InDesign, Photoshop, or Premiere and Final Cut Pro is an asset.
- Working knowledge and competency in the technologies used in media arts including analog film and video equipment is an asset.
- A solid understanding of WordPress, Twitter, Facebook & Instagram is an asset.

BENEFITS

The WFG provides a Comprehensive Benefits Package that includes sick time, 3 weeks' vacation to start, extra time off at Christmas, access to group benefits package (after 3 months), and access to a matching RRSP plan (after one year). Travel and Professional Development opportunities will be available.

RELOCATION

The WFG will contribute up to \$1,000 for relocation costs for someone moving from out of province, provided they are able to begin working remotely as soon as possible and are committed to move to Manitoba no later than **September 30, 2022**.

APPLY TO

Please email a single document with your cover letter & resume to leslie@winnipegfilmgroup.com with the job title as the subject line.

Thank you for your interest. Due to volume only shortlisted candidates will be contacted.