



TITLE: Program Coordinator
REPORTS TO: Production Centre Director
LOCATION: Winnipeg Film Group, 304 – 100 Arthur Street Winnipeg, MB R3B 1H3

HOURS / SALARY / BENEFITS, ETC:

- 25 hours per week at \$15.50 / hour.
- 10am to 3:00pm on Monday - Friday.
- Some evening and weekends will occasionally be required.
- Benefits include; access to group health plan, after 3 months; access to WFG's RRSP matching funds contribution program, after one year tenure.
- 3 month probationary period.

APPLICATION DEADLINE: Wednesday, February 1, 2017 @5PM

ANTICIPATED START DATE: Monday, February 13, 2017 @10AM or as soon as possible

Position Overview:

The Winnipeg Film Group has an opening for the permanent (25 hrs/wk) position of Program Coordinator. Reporting to the Production Centre Director, the Program Coordinator is responsible for developing, promoting and administering the Winnipeg Film Group's production training and film appreciation programs; helping to ensure they are responsive to the needs of the local artistic filmmaking community and fostering the equality of opportunity.

Requirements:

- Candidates with a degree related to filmmaking or 2+ years of relevant production and/or post experience are preferred.
- Proficiency working within both PC and Mac computer systems.
- A solid understanding of Wordpress, Twitter, Facebook & Instagram.
- Proficiency in MS Office or Google software (Word, Excel, and Outlook).
- QuickBooks and other financial and administrative record-keeping experience a plus.
- Some experience with handling camera equipment and grip gear, which includes packing properly for travel.
- Strong project management and organizational skills; ability to prioritize activities, manage multiple tasks within deadlines and act with minimal supervision.
- Demonstrated ability for attention to detail.
- Must be highly reliable, self-motivated, engaging and personable.

Responsibilities:

- Supporting the department with training and mentorship programs in creative and technical aspects of artistically-driven filmmaking.
- Ensuring that programs appeal to independent filmmakers in different stages of their careers and working in different genres, forms and motion picture media.
- Supporting programming related to filmmaking instruction and film appreciation, including facilitating artist talks and lectures.
- Building the equality of opportunity to work for members of the Indigenous community, visible minority communities and other underrepresented groups within the organization.
- Encourage and inform people about the access bursary program and other resources.
- Coordinating workshop programming as required, planning the annual schedule.
- Booking instructors, facilities and equipment, and supporting registrations, making sure the doors are open and facilities are available.
- Developing and coordinating screenings and film incubators for the membership, including the 48 Hour Film Contest, One Take Super 8, member screenings.
- Assist Technical Coordinator when able and necessary.
- Responsible for record keeping and production centre programming.

HOW TO APPLY:

Interested and qualified parties are requested to submit a cover letter, resume and two professional references by Wednesday, February 1, 2017 @5PM.

To: ben@winnipegfilmgroup.com

Subject: Program Coordinator

Or mail to:

Winnipeg Film Group

Attn: Ben Williams, Production Centre Director

304 – 100 Arthur Street

Winnipeg, MB R3B 1H3

Committed to employment equity, the Winnipeg Film Group encourages applications from Indigenous people, people with disabilities, members of visible minority groups and women.