

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

## **HOURS / SALARY / BENEFITS, ETC**

- 28 hours per week at \$15.50 / hour
- 10am to 5:30pm on Monday, Tuesday, Thursday & 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** Friday, January 8, 2016 @ 5PM

**ANTICIPATED START DATE** Monday, January 18, 2016 @10AM

## **Position Overview**

Reporting to the Production Centre Director, the Technical Coordinator facilitates member and their external and internal client access to production centre equipment and facility rentals, provides basic post-production support services, and supports inquires by providing general information on WFG programs and services.

## **Education/Experience**

- Candidates with a degree related to video production or 2+ years of relevant production and/or post experience are preferred
- Experience with handling camera equipment and grip gear, which includes packing properly for travel, inventory and its general maintenance

## **Computer Skills Required**

- Advanced knowledge of non-linear editing platforms such as Final Cut Pro, Avid and Adobe's Creative Cloud suite of video and editing software
- Proficiency working within both PC and Mac computer systems; able to install/update software and hardware; maintain Mac computer stations
- Proficiency in MS Office software, including Word, Excel, and Outlook

## **Supporting Members / Other Clients**

- Digital and/or analog shooting and workflow experience
- Strong knowledge of post-production workflow, storage and delivery of various hard media and file based media formats and compressions
- Organizing and maintaining production centre equipment
- Assisting members with renting equipment and ensuring they demonstrate the technical knowledge required according to the gear they are responsible for
- Assessing equipment for repair to be sent out, or, performing the repairs in-house
- Providing equipment services and support for intra-organization programs such as workshops and special events
- Researching equipment for upcoming purchases, as required by the Director
- Supporting the maintenance of the facilities, for cleanliness and safety
- Supporting post production needs from time to time, as required by the Director

## **Record Keeping / Administration**

- Ensuring that booking records are kept and maintained up to date
- Ensuring that clients provide payment for services, including receipts and/or invoices.
- Making QuickBooks and other financial and administrative record-keeping entries
- Ensuring client confidentiality at all times

## **HOW TO APPLY**

Interested and qualified parties are requested to submit a cover letter, resume and two professional references by **Friday, January 8, 2016 @ 4PM.**

To: [ben@winnipegfilmgroup.com](mailto:ben@winnipegfilmgroup.com)

Subject: Technical 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 Aboriginal people, people with disabilities, members of visible minority groups and women.***

We thank all applicants however only those selected for an interview will be contacted.