

Canada Summer Jobs Call

CSIF is hiring!

CSIF is currently looking to fill two Canada Summer Jobs positions:

Communications & Office Administrator

Working closely with the CSIF Programming & Communications Director, this position will be a point of contact for CSIF members and the general public. They will be responsible for disseminating important information via email, social media, newsletters, and community outreach. Social media knowledge must include Twitter, Facebook, Instagram, Slack, and MailChimp. Additionally, communications research, website maintenance and copy writing, photo editing, and data entry are also within the scope of this position.

In light of the current COVID-19 pandemic, this position will take place remotely. Applicants must have access to a personal computer and wifi.

This position will require approximately 30 hours per week at \$16.50/hr, for a total of 16 weeks or 520 hours to be completed before November 2021.

Production & Programs Coordinator

Working closely with the Production Director and Equipment Co-ordinator, this position will maintain and support equipment rentals in and out of the facility, semi-regular upkeep, maintenance, and co-ordination of CSIF facilities and bookings, maintain safety standards according to new COVID-19 guidelines and protocol, and assist with creating digital content for CSIF (providing technical support to CSIF content creation), and supporting CSIF summer workshop offerings. This is an excellent opportunity for a film/media student to hone skills related to the technical aspects of the film industry, and the successful candidate will have a basic knowledge of film equipment and experience working on set.

This position will require approximately 30 hours per week compensated at \$16.50/hr, for a total of 520 hours to be completed before November 2021.

In light of the current COVID-19 pandemic, part of this position will take place remotely, and occasionally might require the successful applicant to come into the CSIF office to assist with gear rentals, in line with safety guidelines including distancing, no contact, and disinfecting gear and surfaces.

GENERAL CSIF QUALIFICATIONS FOR BOTH ROLES:

- Positive attitude and sense of humor
- Ability to multitask and adapt to changing circumstances
- Passionate and informed about film/media
- Newly expanded Canada Summer Jobs eligibility now includes all youth aged 15-30, and is no longer restricted to students.

CSIF acknowledges the value of lived experience, working with racialized communities, knowledge of anti-racism work, the ability to work within racially-diverse teams, and the capacity to work in languages other than English. We encourage candidates to self-identify these qualifications in your application, and encourage individuals from LGBTQIA2S+, racialized or Indigenous groups, to apply.

Interviews for both roles will be conducted June 9-10th, 2021, via Zoom.

Start dates will be June 22nd, 2021.

The application deadline for both positions is **Friday, June 4th, 11:59pm.**

To apply, please submit an application via email, including your resume and a cover letter that clearly references which position you are applying for to Katie Wackett at programming@csif.org. Please use the subject line "CSIF Canada Summer Jobs Application"

Alternative forms of applications are accepted and application assistance is available if needed. Please contact programming@csif.org to discuss. **ASL** can be made available for the application and roles upon request.