**Employment Opportunity: Events Administrative Assistant**

imagineNATIVE is an Indigenous charitable organization committed to greater understanding of Indigenous peoples, cultures, and arts and to the development and promotion of Indigenous media artists and their work. This is an amazing opportunity to be part of one of Canada's most successful arts organizations and one of the leaders in Toronto's vibrant independent film festival scene. The role will offer a high profile in the arts and Indigenous communities in Canada and internationally.

**Events Administrative Assistant - Job Description**

**Fixed-term Contract**

**June 6 - Nov 14, 2022 - 35 hrs/wk - $22.08/hr**

The Events Administrative Assistant will support the Events team, working collectively to execute the Festival's Special Events. The Events Assistant reports directly to the Events Manager and works inclusively with all imagineNATIVE departments to ascertain priorities relevant to the Festival's Special Events. They are responsible for assisting the Events Team with the logistics, planning, booking, scheduling, ordering and purchasing, ensuring that deliveries, load-ins and load-outs run according to schedule. They are also responsible for maintaining frequent communication with vendors and third party contractors. The Events Assistant will act as a front-facing representative of the organization and will conduct themselves in a professional and positive manner at all imagineNATIVE Festival's Special Events.

**Primary Responsibilities/Requirements**

- Experience with and/or willingness to learn the systems in use for event management such as Elevent, office management softwares such as Google Suite, and our project management platform monday.com.

- Introduction to Festival programming: which systems are currently in use, review of programming mandate and guidelines

- Event Assistant works closely with Event Manager in order to ease the Event Manager's workload - administrative tasks could vary day to day

- Maintain Communication With Event Vendors and third party Event Contractors - follow up for payment, deadlines & schedules

- Work extended hours during and leading up to the Festival.

- Physically assist with load-ins and load-outs of event spaces, setup and tear down, following schedules and run of shows

- Help manage event volunteer teams to insure the smooth set up, tear-down and running of in person events

- Be present and available at all in person Events as requested by the Event Manager.
● Assist with guest check-ins at all non cinema events (Special Events)

● Experience and/or willingness to learn equipment and technical aspects for the run of festivals

● Assist with collaboration with Communications to create social media postings

● Assist with the smooth collaboration between imagineNATIVE and independent event contractors (50/50)

● Gather information for the Awards and order award trophies for the Awards Gala

● Gather invoices and vendor forms from Artists / contractors to submit to the financials board in a timely manner.

● Gather attendance numbers for all special events, ensuring they are captured for all reporting purposes

● Provide a written report post-Festival and coordinate attendance stats and reports for various internal teams

**DESIRED SKILLS**

● Written and verbal communication skills
● Detail-oriented
● Ability to maintain a professional demeanor
● Exceptional customer service skills
● Ability to be a team player
● Ability to multitask and work under pressure in a fast past environment
● Ability to physically stand for long periods of time as well as lift and carry heavy objects for event load-ins, load-outs, set-up and tear-down.
● Great conflict management skills
● Possess analytical skills
● Proficiency in Google Suite
● Great organizational skills
● Intermediate - advanced computer literacy skills

imagineNATIVE is proud to have a dynamic and diverse staff with the majority being Indigenous individuals. We are committed to achieving and maintaining a team that reflects and affirms the diversity of our society and works together in providing a discrimination-free environment, characterized by respect and equity, where people can realize their full potential.

Should you require any accommodations in the application process, please contact employment@imagineNATIVE.org