

## **We're hiring: Indigenous Programs Coordinator**

Do you have a passion for storytelling and storytellers and a genuine interest in the training and mentorship of content creators?

The National Screen Institute is seeking a highly organized Indigenous programs coordinator to support the CBC New Indigenous Voices training program staff and participants.

Propelled by a visionary network of donors, private and public organizations, staff and board, the National Screen Institute supports diverse creators from across Canada to tell unforgettable stories. Through industry-informed training and mentoring in film, television and digital media, our students and alumni find their voice and place on the global stage, inspiring us to shape a better world.

Working alongside the program manager, the program coordinator will provide wide-ranging support in the selection and training of participants.

The ideal candidate values equity, diversity and inclusion, and is knowledgeable about these issues. They will be a supporter of the [values which guide the work](#) of the National Screen Institute, have experience working cross-culturally and be committed to serving storytellers from underrepresented communities.

For the foreseeable future, work will be done from home with possible occasional small team meetings in person (subject to public health regulations.) All employees are required to be fully vaccinated and able to provide official verification before their first day of hire.

The National Screen Institute is committed to supporting individuals from underrepresented communities including Black, Indigenous, People of Colour, women, lesbian, gay, bisexual, transgender, queer or questioning and two-spirit (LGBTQ2S+), people with disabilities, those outside large urban centres, those from regional and remote areas and various religious groups. Please let us know if you identify with any of these on your application.

We encourage you to review the National Screen Institute at <https://nsi-canada.ca/>.

Please submit a resume indicating relevant experience and a cover letter expressing your interest in the position to [careers@nsi-canada.ca](mailto:careers@nsi-canada.ca).

Application deadline: Tuesday, February 22 @ noon, Central Time.

We thank all candidates for their interest. Only those selected for an interview will be contacted.

## **JOB DESCRIPTION**

### **Indigenous Programs Coordinator**

**Organization:** National Screen Institute - Canada (NSI)

**Location:** Winnipeg, Manitoba

**Status:** Full-time, contract, April to August 2022

**Reports to:** Director of Operations

**Application deadline:** Tuesday, February 22 @ noon, Central Time

## **OVERVIEW**

The Indigenous program coordinator provides essential support to the CBC New Indigenous Voices program manager in the selection of participants and organization, management and delivery of training. Working collaboratively with the program manager, they help create a positive learning experience for participants and ensure timely delivery of the program to meet funder expectations.

CBC New Indigenous Voices is a full-time, 14-week online training program for Indigenous creators to learn the essential elements of working in the film, TV and digital media industries. The program includes full-time classroom training and an industry internship. The curriculum is designed with traditional and spiritual elements. Minimum wage is paid throughout.

The Indigenous program coordinator is a full-time contract position.

## **RESPONSIBILITIES AND DUTIES**

### **Participant selection and interviews**

- Organize applications and assist with screening and interviewing applicants.
- Using basic filmmaking knowledge, assist with the review and assessment of applications and selection of a shortlist of candidates for interview.
- Help organize and schedule a jury that includes faculty, an Elder and industry representatives.
- Contribute to creating a professional and constructive interview experience.
- Contact all applicants promptly by phone or email to inform them of the jury's decisions.

### **Participant and program support**

- Working with the program advisor(s) and program manager, support the development, planning and delivery of training curriculum that is high quality, market-relevant and gives students a competitive edge in the industry.
- Assist in organizing an online launch event and graduation ceremony including maintaining a master guest list to ensure all required attendees (sponsors, partners, faculty, presenters) are invited.
- Attend the online events to support students, staff and partners as needed.
- Working with the program manager, reach out to potential faculty and presenters, book and confirm schedules.
- Help coordinate training sessions to ensure a timely, organized and positive experience for presenters and students.

- Update participant agreements, distribute to participants and obtain signatures. Ensure students understand their commitment to full program participation
- Assist with the coordination of internship placements; check in regularly with students and hosting organizations throughout the program to ensure attendance and expectations are met.
- Assist students in completing required paperwork, surveys and assignments.
- Proactively identify needs for relevant equipment and materials; arrange for pick-up and return of rentals as appropriate.
- Assist with and oversee students' creative projects (podcast episode) and their progress during the production phase.
- Establish relationships with participants and help foster cooperative working relationships to ensure program objectives are met. Be available to participants to counsel, mediate and resolve conflicts that may arise.
- Maintain a calm influence in a highly pressured, time-intensive environment. Use interpersonal and conflict resolution skills to keep participants focused and on track.
- Identify and manage other potential risks that may interfere with successful program implementation like scheduling conflicts, production delays or personal crises. Use creative problem-solving and communication skills to resolve issues satisfactorily.

### **Administration**

- Assist with exit paperwork and reports for CBC, indicating the National Screen Institute's meeting of program contract commitments.
- Prepare cheque requisitions in keeping with the program budget and submit to the director of finance for approval.

- Update forms and documents as needed, ensuring accuracy.

### **Organizational support**

- Promote the National Screen Institute by sharing, promoting, and educating the public and relevant target groups about program offerings and success stories at events, on social media, and participation with interest groups.