

## **We're hiring: programs coordinator**

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

We are seeking a Black, Indigenous or Person of Colour (BIPOC) individual to provide essential support to staff and participants across a number of training initiatives designed for BIPOC storytellers.

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**Job title:** Programs Coordinator

**Location:** Winnipeg, Manitoba

**Status:** Full-time, contract, April 2022 to March 2023

**Reports to:** Director of Operations

**Application deadline:** Thursday, March 31 @ noon CT

Download the PDF version [here](#).

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### **The organization**

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.

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.

## **Overview**

The programs coordinator provides support to advisors and managers across a number of training programs including CBC New Indigenous Voices, NSI IndigiDocs, EAVE On Demand Access Program and Cinematoba.

## **Responsibilities**

### **CBC New Indigenous Voices**

- 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.
- Contact all applicants promptly by phone or email to inform them of the jury's decisions.
- 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.
- 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.
- 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.

## **General support**

- Help coordinate training sessions to ensure a timely, organized and positive experience for presenters and participants.
- Working with program managers, reach out to potential faculty and presenters, book and confirm schedules.
- Assist participants in completing required paperwork, surveys and assignments.
- 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 and 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 program staff with booking travel and meetings.
- Assist with paperwork and reports for funders, indicating the National Screen Institute's meeting of program contract commitments.
- Prepare cheque requisitions in keeping with program budgets and submit to the director of finance for approval.
- Update forms and documents as needed, ensuring accuracy.
- Update participant agreements, distribute to participants and obtain signatures.

## **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.

### **Skills and experience**

- Highly self-motivated and detail-minded
- Superior organizational skills
- Proactive approach to problem solving
- Excellent communication and interpersonal skills
- Ability to work individually and as part of a team
- Knowledge and experience of production and the roles of writer, producer and director in film and television an asset
- Previous training experience an asset

We encourage you to review the [National Screen Institute website](#) prior to applying.

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.

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).

The National Screen Institute thanks all candidates for their interest. Only those selected for interviews will be contacted.