



JOB POSTING:

Marketing and Communications Coordinator

The Winnipeg Film Group is currently accepting applications for the **term** position of Marketing and Communications Coordinator, starting September 15, 2009 and ending March 31, 2010. The position is 30 hours a week and provides a wage of \$15 per hour.

IMPORTANT: This is a Youth Internship Program (YIP) position, and therefore eligible applications are those who are up to 30 years of age (inclusive), out of school, recent post secondary graduates within the past four years, and not currently in receipt of EI. No exceptions can be permitted to this eligibility criteria.

The Marketing and Communications Coordinator will provide support to the organization's three operating wings - Production and Training, Distribution, and our Cinematheque - with the overall responsibility of creating a greater profile within Winnipeg for the organization and its many programs.

Specifically, the Marketing and Communications Coordinator will engage in strategic communications management in relation to identifying best fit connections to meet organizational, departmental and per program objectives in terms of profile and audience awareness, audience development and communication (be it print, internet, web or other mechanisms) while managing and maximizing specific project budgets allocated for the achievement of these goals.

The Marketing and Communications Coordinator will work within a highly computerized environment (PC and Mac), including learning and utilizing Final Cut Pro editing software to create promotional videos and trailers, and Photoshop and other design software to create one-off program books, handbills and posters.

The ideal candidate will have the following education / qualifications:

- A minimum post-secondary education in a related field, such as arts, fine arts or communications
- A general understanding and appreciation of the arts
- A proven strong writing ability, as demonstrated by essays, reports, articles or other such documentation
- Highly computer literate, in both PC and Mac platforms
- Design education or experience is an asset
- Preference will be given to candidates who are bilingual English / French

Interested parties are requested to submit (a) a cover letter, which confirms your eligibility for this position, (b) resume, and (c) a portfolio of writing samples (essays, newspaper articles, reports, etc.) by **MONDAY AUGUST 31** to:

Cecilia Araneda
Executive Director
Winnipeg Film Group
304 - 100 Arthur Street
Winnipeg MB R3B 1H3

or via email to
cecilia@winnipegfilmgroup.com
subject: job posting
(no faxes please)

We thank all applicants; however only those selected for an interview will be contacted. The Winnipeg Film Group is committed to employment equity and we encourage applications from all qualified candidates.