

WINNIPEG FILM GROUP

Position: Contract Indigenous Film Incubator Manager

Organization: Winnipeg Film Group

Project: Winnipeg Indigenous Filmmaking Collective's "Skodoodisden" Project

Contract Term: November 2023 to November 2024

Hours: 400 hours (100 hours per film incubator at \$50/hr)

Compensation: Flat fee of \$20,000

ABOUT THE WINNIPEG FILM GROUP

The Winnipeg Film Group (WFG) is an artist-run, non-profit media arts organization. Operating as a unique and dynamic media arts centre for nearly 50 years the WFG supports filmmakers and audiences locally, nationally, and internationally. Learn more at www.winnipegfilmgroup.com



ABOUT THE WINNIPEG INDIGENOUS FILMMAKING COLLECTIVE (WIFC)

The Winnipeg Indigenous Filmmakers Collective represents a community of Indigenous filmmakers from emerging to established professionals. Since 2013, the collective creates a safe place of sharing, connection, collaboration and learning: occupying spaces from large star-studded sets to grassroots independent experimental studios. We come together in celebration of collaborative artistry, community, storytelling and an overall good time.

The Winnipeg Indigenous Filmmakers Collective has seen much success and growth from within the membership. Members have created award winning fiction and non-fiction films that have played internationally. Collective members are a diverse group of storytellers, representing different lenses and perspectives. Deadly humour, imagination, and courage permeates the images as sounds of truth, medicine, and love seep through the echoes of their ethos. <https://winnipegindigenousfilmmakers.ca/>

ABOUT THE WIFC's "Skodoodisden" Project

The project is an Indigenous-led series of four filmmaking incubators with the goal to foster the talents of Indigenous filmmakers, nurturing their unique storytelling abilities, and empowering them to produce innovative and resonant films that give them narrative sovereignty. This project will be an effective means of advancing Indigenous representation in the independent film industry in Winnipeg. Additionally, this project will elevate Indigenous voices and truly meaningful participation in the film industry with aims to decolonize the film and arts sector for future generations of Indigenous creatives. WIFC's "Skodoodisden" project has received funding from the Indigenous Screen Office.

Additionally, this project will also support the artistic development of Indigenous filmmakers' to produce their own vision, and to hold steadfast to their narrative sovereignty and bold creative voices. This allows Indigenous creators to be the tellers of their own stories rather than objects of non-Indigenous storytellers.

ABOUT THE CONTRACT INDIGENOUS FILM INCUBATOR MANAGER ROLE

The Winnipeg Indigenous Filmmaking Collective seeks a dedicated and experienced Indigenous Film Incubator Manager to support the “Skodoodisden” project's Executive Director in the overall smooth running and effective management of our four filmmaking incubators. This position plays a pivotal role in ensuring the filmmakers and teams achieve their full potential and milestones, and most importantly guiding the filmmaking teams and participants to achieve narrative sovereignty through collaboration, teamwork and support from start to finish.

Primary Duties and Responsibilities:

- Clearly define and communicate project goals and scope to all participants, ensuring all stakeholders have a shared understanding of project expectations.
- Develop comprehensive project schedules and plans in collaboration with the Executive Director and Administrator, ensuring filmmaking teams stay on track according to each schedule.
- Administer contracts for the Lead Mentors, ensuring compliance and timely execution and payment.
- Collaborate closely with the Executive Director and Administrator to manage film teams, providing guidance, support, and feedback as necessary.
- With the Executive Director, create an effective production strategy for each film incubator.
- Present clear, measurable targets and milestones to film teams and participants.
- Ensure all teams consistently achieve milestones for each incubator.
- Oversee that all stakeholders engage in a respectful and appropriate manner, and when needed to consult with an Elder/Knowledge Keeper for guidance on proper protocol when the project(s) requires consultation.
- With the Lead Mentors, during each film incubator kick-off clearly communicate protocol to all film incubator stakeholders and participants.
- Coordinate film production equipment rentals and facilities rentals with Winnipeg Film Group staff ensuring bookings are confirmed for each film incubator meeting.
- Coordinate with the Administrator food, refreshments and other materials are available and ready for each film incubator meeting.
- Communicating regularly with the Executive Director and leadership at the Winnipeg Film Group any issues that arise in a timely manner or necessary feedback to ensure the smooth operations

of each film incubator.

Qualifications:

- The successful candidate will be First Nations, Inuit or Metis with familiarity of the diversity of Indigenous peoples in Canada and a keen understanding of Indigenous history, current affairs and a strong knowledge of Indigenous media.
- Indigenous language is an asset.
- Strong organizational skills with the capacity to uphold high standards under pressure.
- Demonstrated ability to take initiative, demonstrate autonomy, and ownership of projects.
- Adaptive, with the capacity to respond to change while maintaining flexibility.
- In-depth knowledge of filmmaking processes, digital and analog creation, and production.
- Experience working with diverse internal and external partners, understanding their varying needs.
- Capacity to engage with a wide range of audiences, paired with robust presentation skills.
- Excellent written and verbal communication skills.
- Ability to function efficiently both as an independent contributor and a collaborative team member.

Application Process:

Interested applicants are invited to submit their resume, along with a cover letter detailing relevant experience and why they are the best fit for this role, to careers@winnipegfilmgroup.com. Applications will be accepted until November 14, 2023.