



304-100 Arthur Street, Winnipeg, MB R3B 1H3

EDUCATION & OUTREACH COORDINATOR (UNION)

POSITION: Part-time Term – 1 year

DEPARTMENT: Production Department

SUPERVISOR: Production Programs Manager

HOURS: 25 hours per week: Monday, Tuesday, Thursday, Friday, with occasional evening and weekend work required

WAGE: \$19.69/hour (in accordance with the Winnipeg Film Group's Collective Agreement with IATSE Local 63)

APPLICATION CLOSING DATE: August 18, 2025 by 5:00PM

START DATE: ASAP

This is a unionized position covered under the Collective Agreement between the Winnipeg Film Group and IATSE Local 63. All terms of employment, including wages and benefits, are subject to the provisions of the Agreement.

Contact careers@winnipegfilmgroup.com with any accommodation requests during the hiring process.

POSITION OVERVIEW

The Winnipeg Film Group is seeking a **Part-Time Education & Outreach Coordinator** for a one-year term. This position is unionized and covered under the WFG's Collective Agreement with IATSE Local 63. It is classified as a term, part-time role.

Reporting to the Production Programs Manager, the Education & Outreach Coordinator will be responsible for designing and coordinating 25–30 filmmaking workshops during the 2025–26 fiscal year. These workshops will cover a wide spectrum of skills and include above-the-line and below-the-line training as well as experimental, artist-driven practice that will utilize both analog and digital equipment from the WFG's Production Centre.

A key responsibility of this role will be to develop and deliver a set of workshops specifically for equity-deserving groups, offered at low or subsidized rates to reduce barriers to participation in the media arts. The successful candidate will bring lived experience or demonstrated engagement with equity-deserving communities to help shape inclusive and accessible programming.



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This role also manages all Production Department invoicing, sales transactions, and collections, and serves as the first point of contact for Production-related inquiries (phone, in-person, and email), with support from the Technical Coordinator and Production Programs Manager.

PRIMARY RESPONSIBILITIES

- Develop, schedule, and coordinate a full slate of filmmaking workshops (25–30 per year), including narrative, documentary, technical, and experimental topics.
- Program and facilitate low-cost training opportunities tailored to equity-deserving groups, in line with WFG's commitment to accessibility and inclusion.
- Recruit and liaise with workshop instructors; oversee development, logistics, promotion, and facilitation.
- Coordinate the use of WFG Production equipment and facilities for training purposes closely with the Technical Coordinator, including analog and digital workflows.
- Process all Production Centre invoicing, track payments, and follow up on outstanding collections for rentals, facilities, workshops, and memberships.
- Serve as the main point of contact for Production Centre inquiries from the public.
- Liaise with community members and organizations to increase awareness of WFG's production resources, bursaries, and training programs.
- Support the Production Programs Manager with administration of funding programs and reporting requirements.
- Collaborate with the Technical Coordinator on workshop equipment setup and support needs.
- Ensure all public-facing Production activities align with WFG's Safer Spaces and Discrimination and Harassment Policies.

QUALIFICATIONS

- Degree or diploma in filmmaking, media arts, or a related field, or equivalent experience in film production or arts education (2+ years minimum).
- Demonstrated experience coordinating workshops, public programs, or training initiatives.
- Strong knowledge of independent filmmaking practices and workflows, including digital and analog methods.
- Technically proficient with camera gear, sound equipment, and post-production tools.
- Administrative experience handling invoicing, payment processing, and customer communications.
- Strong interpersonal and organizational skills; able to work independently and collaboratively.
- Proficiency with PC and Mac platforms; comfortable with Google Workspace or Microsoft Office.
- Familiarity with Wordpress, and social media platforms such as Instagram and Facebook.

DESIRED SKILLS

- Lived experience as a member of an equity-deserving group (including but not limited to Indigenous, Black, racialized, 2SLGBTQ+, disabled, newcomer, or low-income communities), with demonstrated experience and commitment to inclusive programming or outreach.



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- Ability to develop training opportunities that reduce barriers and increase participation in media arts.
- Proficiency in French and/or an Indigenous language.
- Experience with QuickBooks or similar bookkeeping software.
- Familiarity with analog film equipment (e.g., Super 8, 16mm) and media arts tools.

BENEFITS (as per the Collective Agreement)

- 4% vacation pay (added to each paycheque)
- Sick/personal leave and other entitlements for part-time employees
- Comprehensive group benefits plan (after 3 months of continuous employment)
- Paid holiday closures (e.g., December break)
- Professional development and travel opportunities

HOW TO APPLY

Please email a single PDF that includes your cover letter, resume, and three references to careers@winnipegfilmgroup.com with the subject line:

Education & Outreach Coordinator Application

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

EQUITY STATEMENT



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The Winnipeg Film Group is committed to employment equity and creating a workplace that reflects the diversity of the communities we serve. We strongly encourage applications from individuals who self-identify as Indigenous, Black, racialized, 2SLGBTQ+, disabled, or from other equity-deserving communities. If you wish, you may self-identify in your application.

Accommodations are available throughout the hiring process upon request.