

PRODUCTION AND TRAINING MANAGER

May 2022 - The Winnipeg Film Group is seeking a leader to fill the permanent, full-time position of **Production and Training Manager**.

Reporting to the Executive Director, the **Production and Training Manager** will be responsible for developing, promoting and administering the Winnipeg Film Group's production training and film appreciation programs. They are responsive to the needs of the local artistic filmmaking community and foster equality of opportunity. The **Production and Training Manager** will also assist in the rentals and facility bookings.

The ideal candidate will have well-developed administrative abilities, can successfully balance multiple projects and deadlines, is a people person with excellent communication skills, and is artistically-minded. They will enjoy being part of a close-knit, fun, and artistic team, working collaboratively to carry out the mission of the organization and department. They can expect to have a great impact on the artists we represent and on the WFG itself.

The **Production and Training Manager** will work with other managers to strategically develop and promote the WFG's training and workshop program into a year round calendar of programming that meets the needs of the community and reaches diverse and underserved communities.

DESIRED SKILLS & QUALIFICATIONS INCLUDE:

- They are responsive to the needs of the local artistic filmmaking community and foster equality of opportunity.
- Candidates with a degree related to filmmaking or 2+ years of relevant production and/or post experience are preferred.
- Proficiency working within both PC and Mac computer systems.
- A solid understanding of Wordpress, Twitter, Facebook & Instagram.
- Proficiency in MS Office or Google software (Word, Excel, and Outlook).
- QuickBooks and other financial and administrative record-keeping experience a plus.
- Some experience with handling camera equipment and grip gear, which includes packing properly for travel.
- Strong project management and organizational skills; ability to prioritize activities, manage multiple tasks within deadlines and act with minimal supervision.
- Demonstrated ability for attention to detail.
- Must be highly reliable, self-motivated, engaging and personable.
- Experience in the independent film and/or visual arts sectors is desired but not mandatory
- A strong attention to detail with administrative experience and good organizational habits
- A commitment to advancing diversity, equity, and inclusion

- A commitment to address systemic oppression and racism in our organization / sector
- The ability to effectively prioritize and handle multiple projects and deadlines concurrently
- Strong interpersonal skills; the ability to communicate with a variety of people via multiple means
- The ability to represent the WFG in the local community with maturity and professionalism
- Strong verbal and written communication skills
- The ability to speak in public is expected, eg: conduct workshops, introduce curated programs
- Proficiency in French and/or an Indigenous language is an asset
- Knowledge of other languages or connections to any cultures or communities is an asset
- Knowledge of design / editing software such as InDesign, Photoshop, or Final Cut Pro is an asset
- Knowledge and competency in the technologies used in media arts is an asset

PRIMARY RESPONSIBILITIES INCLUDE:

- Supporting the department with training and mentorship programs in creative and technical aspects of artistically-driven filmmaking.
- Ensuring that programs appeal to independent filmmakers in different stages of their careers and working in different genres, forms and motion picture media.
- Supporting programming related to filmmaking instruction and film appreciation, including facilitating artist talks and lectures.
- Marketing workshop events through social media, flyers, posters and theatre slides.
- Building equality of opportunity to work for members of the Indigenous community, visible minority communities and other underrepresented groups.
- Encourage and inform people about the access bursary program and other resources/film groups to participate in.
- Coordinating workshop programming as required, planning the annual schedule.
- Booking instructors, facilities, equipment and supporting registrations, making sure the doors are open and facilities are available.
- Developing and coordinating screenings and film incubators for the membership, including the 48 Hour Film Contest, One Take Super 8 & member screenings.
- Assist Technical Coordinator when able and necessary.
- Responsible for record keeping and production centre programming.

HOURS AND COMPENSATION - The **Production and Training Manager** will work 35 hours per week. The core job is Monday to Friday, however occasional evening and weekend work will be required.

The Starting Salary is \$36,400 with raises expected in the first year.

The WFG provides a Comprehensive Benefits Package that includes sick time, 3 weeks' vacation to start, extra time off at Christmas, access to group benefits package (after 3 months), and access to a matching RRSP plan (after one year). Travel and Professional Development opportunities will be available.

APPLY - The WFG is working to acknowledge and address the harms we have caused and are committed to the ongoing work of building anti-oppressive and inclusive practices. We encourage individuals from equity-seeking groups to apply and to identify this in their cover letter.

Deadline to Apply: May 16 at midnight CDT

Please email a single document with your cover letter & resume to: director@winnipegfilmgroup.com with the job title as the subject.

START DATE - As soon as possible. Most WFG staff are still working remotely although some on-site work will be expected from the Production and Training Manager, following distancing rules as required.

ABOUT US - 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