



<b>JOB TITLE:</b>	<b>Operations Manager</b>
<b>HOURS OF WORK:</b>	35 paid hours per week with one-hour unpaid lunch (40 hours total) 9:30am-5:30pm or 10:00am to 6:00pm, Monday to Friday; occasional evening and weekend work may be required
<b>SALARY:</b>	\$42,000 per annum
<b>BENEFITS:</b>	Comprehensive Benefits Package includes sick time and 4 weeks' vacation, access to group health / dental package (after 3 months), access to matching RRSP plan (after one year). Professional Development opportunities will be available.

---

Reporting to the Executive Director, the Operations Manager will ensure that the Winnipeg Film Group is running as well as it possibly can, with a smooth efficient service that meets the expectations and needs of staff, members, and clients. They will manage day-to-day activities and oversee the facilities, audit current work flows and processes and identify gaps and redundancies. The Operations Manager will liaise with other team members on a variety of tasks, present findings to Directors, design and implement new procedures and contribute to human resource systems development. The Operations Manager will be a positive and important addition to our team.

**Primary Responsibilities:**

**OPERATIONAL**

- Ensures optimum access to Winnipeg Film Group for the membership and general public: greets visitors and members and answers queries by phone, mail, e-mail, or in person; orients new members as needed;
- Manages all membership accounts. Maintains and updates membership renewals and information;
- Develops and implements new process for membership renewals , identifying and correcting gaps in current procedure and ensures all staff are accurately contributing to the process;

- Manages the organization's contact database;
- In conjunction with department Directors oversees all operations of the WFG's spaces, including offices, production studios, distribution vault and storage facilities;
- Works in conjunction with Cinematheque's Operations Manager, as required;
- Manages independent contractors and suppliers;
- Manages office operations including coordination of IT, security and telephone systems; file management and purchasing of supplies;
- Provides guidance for administration of programming events, as required;
- Manages membership list and admin duties for the Annual General Meeting;
- Maintains up to date information regarding Manitoba Employment Standards and ensures all staff are compliant and all Directors and Managers are informed;
- Advises Directors on staff hiring processes, and contributes to the orientation of new staff;
- Requests funds annually for summer student position(s), as needed;
- Works with Directors on requests to funders, foundations, prospective sponsors, etc. as needed;
- Represents WFG publicly as required;
- Manages overall internal and external communications of centre (social media, newsletter, staff calendar, etc.).

## **FINANCIAL**

- Works with Executive Director to oversee day to day financial policies of organization;
- Tracks expenditures for the centre in conjunction with the Directors;
- Follows the guidelines and policies of the centre when handling financial transactions;
- Maintains confidentiality of all financial and personnel records, and any other sensitive material;
- Administers daily finances for the organization in conjunction with WFG's Bookkeeper and Directors including:
  - Receiving incoming invoices and preparing them for bookkeeper;
  - Preparing invoices for rentals, memberships and workshops as required in conjunction with other staff;
  - Preparing and making bank deposits for the organization;
  - Administering petty cash, Square, and credit card;
  - Participating in any financial audits as required;
- Assists with grant applications and reporting as required;
- Assists Executive Director with CADAC reporting;
- Assists with preparation of year-end financial reporting, liaises with auditor and prepares financial records for audit in conjunction with bookkeeper and Director.

There is also an opportunity for the Operations Manager to initiate projects that are of interest to them personally, artistic or otherwise.

### **Qualifications & Assets:**

- Highly organized, dependable and detail-orientated with a demonstrated attention to accuracy
- Ability to work calmly and efficiently under pressure
- Demonstrated project management including ability to prioritize multiple tasks, deadlines and changing priorities
- Analytical and able to problem solve
- Familiarity with CADAC reporting
- Personable and affable; Positive attitude and the ability to work in and adapt to a bustling team environment
- Mature with a high sense of confidentiality
- Understanding of bookkeeping processes and procedures
- High-level written and oral Communication Skills
- Leadership and Conflict Management experience would be an asset
- Proficiency in Microsoft Office Suite is required
- Knowledge of QuickBooks, Mailchimp, Exceed, Photoshop would be an asset
- Knowledge of French or a second language would be an asset

### **HOW TO APPLY**

#### **Deadline to Apply: May 16 at midnight CDT**

Interested individuals are invited to apply by submitting:

A cover letter that outlines your related skills, and work and life experiences

A CV/resume that directly summarizes your professional, educational, and volunteer experience related to this position.

Three professional references.

Applications can be sent by mail or e-mail or dropped off. No faxes, please.

E-mail submission in Word or PDF formats only, with the subject line "Operations Manager Application" to [director@winnipegfilmgroup.com](mailto:director@winnipegfilmgroup.com)

Questions regarding the position may be addressed to [director@winnipegfilmgroup.com](mailto:director@winnipegfilmgroup.com) with the subject line "Attn: Hiring Committee." Please ensure you have read the job posting fully, with attention to detail, prior to inquiring.

**Mail or drop-off submissions to:**

Hiring Committee, Winnipeg Film Group  
C/O Ivan Hughes, Executive Director  
Winnipeg Film Group  
304-100 Arthur Street  
Winnipeg MB R3B 1H3

Qualified candidates from diverse racial, ethnic, religious, age, sexual orientation, gender identification and expression, physical abilities, and divergent thinkers are encouraged to apply and self-identify.

Accommodations will be made available to applicants with disabilities in the recruitment process. If you require accommodation, please provide details in your application.

We thank applicants for their interest, however, only candidates selected for the interview process will be contacted by the Winnipeg Film Group.

**CALL TO ACTION**

Taken from the Federal Public Service's Call to Action on Anti-Racism, Equity, and Inclusion, the WFG recognizes that leadership in community arts organizations must be more diverse. Unless intentional prioritization occurs, we will fall short on effectively serving our community. We have an obligation to our employees, and to our community, to do better by ensuring that we are putting the full capacity of our entire pool of talent at the service of filmmakers and cinema goers.

We actively seek applicants with a diversity of perspectives. We prioritize amending the historic underrepresentation of Indigenous, Black, and People of Colour within arts organisations generally, and the WFG in particular.

As per the Federal Public Service's Call to Action on Anti-Racism, Equity, and Inclusion, The WFG will be offering transparency on reporting the following data publicly.

*How many Indigenous employees and Black and other racialized employees:*

- *joined your organization in 2021/2022 compared to the total number of employees who joined in 2021/2022;*
- *left your organization in 2021/2022 compared to the total number of employees who left in 2021/2022; and*
- *were appointed to Executive positions in 2021/2022 compared to the total number of employees appointed to Executive positions in 2021/2022?*

*Persons who wish to have their employment equity status considered at the time of interviews should self-identify in their applications.*