



## JUNIOR OPERATIONS TRAINEE

**Reelworld Screen Institute**

**Location:** (Hybrid: 3 days in-office per week) 250 Front Street West, Suite 9C200 Toronto, ON M5V 3G5

**Reports to:** Operations Manager, Executive Staff

**Starts:** April 1st | **Compensation:** \$40,194 annually (\$22/hr)

**The candidate MUST be First Nation, Métis or Inuit.**

### Job Description:

Candidates MUST reside in the GTA and identify as First Nations, Métis or Inuit. Reelworld is seeking a creative, competent individual who is passionate about media arts and the Canadian film industry to join our team as a Junior Operations Trainee. In this position, you will be working at all levels to ensure the success of our annual Reelworld Film Festival as well as our year-round programs.

### Duties:

- Assist in planning and coordinating Reelworld's annual Film Festival and Summit, including logistics, scheduling, and on-site operations.
- Support year-round programming activities such as workshops, industry events, and community screenings.
- Coordinate volunteer recruitment, scheduling, and communications in collaboration with the Operations Coordinator.
- Maintain and update operational systems including databases, event management tools, and equipment inventories.
- Assist with venue bookings, vendor communications, and coordination with technical and production teams.
- Provide administrative support including correspondence, documentation, and expense tracking.
- Liaise with internal departments (Programming, Communications, Development) to ensure smooth execution of activities.
- Participate in training on Reelworld's policies, accessibility standards, and event procedures.
- Support accessibility and inclusion practices across all operational areas.
- Contribute to post-event reporting, debriefs, and continuous improvement of operational processes.

### Qualifications:

**The candidate MUST reside in the GTA and identify as First Nation, Métis or Inuit.**

- Experience in event and volunteer management
- Good understanding of the local arts world and Toronto communities.
- Experience at a film festival or arts organization an asset
- Must demonstrate the ability to take initiative, show good judgment, be self-motivated and Manage projects from beginning to end.
- Excellent organizational and interpersonal skills
- Excellent communication skills – written and oral, with comfort in public speaking.
- Exceptional ability to manage details, multitask under pressure and meet deadlines.
- Experience in event and volunteer management is a definite asset.
- Technical A/V or video editing skills are a considerable benefit.
- Work effectively both independently and as part of a team.

Please send a cover letter and resume to [HR@reelworld.ca](mailto:HR@reelworld.ca) by March 8. Please clearly indicate the position to which you are applying. Please indicate in your cover letter whether or not you reside in the GTA and are either First Nation, Métis or Inuit.