

**PRODUCTION COORDINATOR | JOB CALL****APPLICATION DEADLINE: Monday May 31st, 2021**

Digital Arts Resource Centre is seeking a driven individual to join our staff team as our Production Coordinator. Reporting to the Technical Manager the Production Coordinator will oversee the daily operations of our equipment rental services to our membership. Duties include overseeing and preparing equipment rental bookings, fielding rental inquiries, providing technical support, cleaning, maintenance as requested and administrative tasks related to rentals (invoicing, payment processing, basic filing, reporting, etc). The Production Coordinator will be involved with the implementation of a new equipment database and other technical member specific services as requested. This position is oriented as a paid apprenticeship with a focus on mentorship for an emerging technical professional entering into the technical field. Development opportunities for skill building with audio and production equipment will be available. Contract extension beyond 12 weeks with available funding is possible. An interest in media arts is considered a great asset.

As determined by Canada Summer Jobs applicants must meet the following criteria:

- Based in the Ottawa/Gatineau region;
- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

**QUALIFICATIONS**

- 2+ years of experience working in a customer service capacity;
- Organized, detail oriented and ability to work independently and collaboratively;
- Strong interpersonal communication skills; takes initiative and direction well;
- Familiar with video, audio and photography production equipment;
- On set technical experience is considered a strong asset;
- Familiar with basic digital video editing software; experience with Adobe Creative Cloud and Davinci Resolve is considered a strong asset;
- Ability to speak French or a second language is considered a strong asset.

**COMPENSATION**

Contract: 12 weeks, Wednesday-Friday, 10am-6pm (possibility of contract extension)

Rate of Pay: \$16/hr

Benefits: Comped DARC workshops during employment contract

The Production Coordinator will fulfill all of their duties onsite at DARC's facility space. Occasional after hours, weekend and offsite attendance will be required as necessary for programming events. DARC strongly encourages women and gender diverse people interested in STEAM (Science, Technology, Engineering, Arts and Mathematics) to apply for this position.

Digital Arts Resource Centre is an intersectional feminist organization and employer that is eager and active in breaking down barriers for our community through our programs and resources. We respect everyone who works here, volunteers here or visits here and treat them with the thoughtfulness and kindness akin to how we treat our friends. We respect our physical spaces as we would our own home or other cherished space(s). DARC's working culture prioritizes joy, self-determination, pragmatism, reflection, flexibility, accountability to the organization and accountability to each other.

**HOW TO APPLY**

To apply, please submit a PDF of your cover letter and CV by email to Jenna Spencer, Chief of Staff, at [operations@digitalartsresourcecentre.ca](mailto:operations@digitalartsresourcecentre.ca). **Application deadline is May 31st, 2021 with anticipated interview dates June 7th-11th.**