

EMPLOYMENT OPPORTUNITY  
**EDUCATION AND OUTREACH ASSISTANT**

**SUMMER 2017 EDUCATION and OUTREACH ASSISTANT**

**\$13.50 per hour**

**30 hours, 8 week contract**

June 19 to August 10, 2017

May 12, 2017—The **Liaison of Independent Filmmakers of Toronto (LIFT)** is an artist-run production and educational media arts organization dedicated to celebrating excellence in the moving image. LIFT exists to provide support and encouragement for independent filmmakers and artists through affordable access to production, post-production and exhibition equipment; professional and creative development; workshops and courses; commissioning and exhibitions; artist-residencies; and a variety of other services. Founded in 1981 by a small collective, LIFT has since grown to become one of the foremost centres of its kind globally. <http://www.lift.ca>

LIFT requires a highly-organized summer **Education and Outreach Assistant** to join the LIFT staff on a part-time basis working in cooperation with members and the community on an ongoing basis.

**BASIC REQUIREMENTS:**

- Between 18 and 30 years of age (inclusive)
- A full-time student in the previous academic year and returning to school full-time in the next academic year
- A Canadian citizen, permanent resident, or person who has been granted refugee status in Canada
- Not in receipt of Employment Insurance (EI) benefits
- Does not have another full-time job (over 30 hours a week)
- Familiarity with LIFT is a definite asset
- A strong desire to work in an artist-run media production centre is an asset

**RESPONSIBILITIES WILL INCLUDE A COMBINATION OF THE FOLLOWING ACTIVITIES:**

- Curriculum development and planning for community based film programs
- Research and development of new promotional strategies for LIFT workshops
- Liaise with diverse communities and organizations to outreach and develop courses responding to specific requirements
- Working with workshop instructors to manage logistical requirements of each course season

## QUALIFICATIONS INCLUDE:

This position requires the ability to multi-task in an often-hectic work environment. LIFT staff may be called upon to assist in all aspects of the day-to-day operations.

The ideal candidate will have *some or all* of the following qualifications:

- Experience developing and delivering arts education programming
- Knowledge of database software (Filemaker Pro)
- Knowledge of Microsoft Office (Mac platform)
- Knowledge of motion picture production requirements
- Prior experience working with volunteers
- The ideal candidate is a detail oriented, self-directed team-worker
- The candidate should have a strong interest in contemporary art and film and be committed to supporting independent filmmaking in all its forms

## HOW TO APPLY:

If you wish to apply, please **email** your curriculum vitae and cover letter (including two references) to **liftjobs@lift.on.ca** as a **Word Document or PDF attachment**. Please indicate **Education and Outreach Assistant – Summer 2017** in the subject line.

*Do not mail, drop off, or fax in hard copies of your application.*

**DEADLINE: Wednesday, May 24, 2017 at 5:00PM**

We thank all applicants for their interest. Only those candidates selected for an interview will be contacted. LIFT is an equal opportunity employer and is committed to diversity in all its forms.

*This opportunity with LIFT is made possible through the support of the Canada Summer Jobs Program of Employment and Skills Development Canada.*