

EMPLOYMENT OPPORTUNITY
TECHNICAL ASSISTANT

SUMMER 2017 TECHNICAL 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 highly-organized film and digital technician to join the LIFT staff and to work in cooperation with members. The summer **Technical Assistant** will work directly with our Technical Department on all aspects of LIFT's equipment maintenance, rentals, expendable sales and supporting access to and understanding of the resources available at the centre.

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
TECHNICAL ACTIVITIES:**

- Maintenance and administration of film and digital production equipment and post-production facilities
- Preparation of Regular 8mm, Super 8mm, 16mm and 35mm film and HD camera packages, lighting and grip, location sound, exhibition equipment and other equipment for rental by LIFT members

- Assisting with the coordination of equipment for LIFT workshops and courses
- Arranging orientations for LIFT members who wish to rent equipment and facilities
- Technical Support for digital and traditional film production and editing equipment

QUALIFICATIONS INCLUDE:

This position requires the ability to multitask and take on multiple responsibilities. LIFT has a very small number of staff providing services to over 500 members, visiting artists and artists in residence. 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:

- Knowledge of the Macintosh platform
- Fluency in digital post-production software for video such as Final Cut Pro, Adobe Premiere, After Effects, ProTools, Motion, DVD Studio Pro, etc.
- Knowledge of database software (Filemaker Pro)
- Excellent knowledge of motion picture production requirements in all department
- Knowledge of Regular 8mm, Super 8mm, 16mm, 35mm and HD cameras; knowledge of production lighting and grip gear; experience working with and understanding of projection equipment for Regular 8mm, Super 8mm, 16mm, 35mm and digital
- Knowledge of Oxberry animation cameras, optical printers, flatbed editing equipment and darkroom processes
- Experience working with interactive platforms such as Pure Data, MAX/MSP and Arduino is also an asset

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 **Technical 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.