

**EMPLOYMENT OPPORTUNITY  
TECHNICAL ASSISTANT**

**SUMMER 2024 TECHNICAL ASSISTANT**

\$17.50 per hour

32 hours / 9-week contract

Monday, Tuesday, Thursday, Friday workdays.

May 13 to July 12, 2024

**This position will be on-site.**

**April 26, 2024**—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. <https://lift.ca>

LIFT requires a 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 Canadian citizen or permanent resident or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act
- is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- 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:**

- Assisting in the maintenance and administration of film and digital production equipment and post-production facilities
- Assisting in the 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
- 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 hundreds of 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 the following qualifications:**

- Knowledge of the Macintosh platform
- Excellent knowledge of motion picture production requirements

#### **Additional assets will include:**

- Knowledge of analogue filmmaking and darkroom processes
- Knowledge of production lighting and grip gear
- Experience working with and understanding of projection equipment for Regular 8mm, Super 8mm, 16mm, 35mm and digital
- Fluency in digital post-production software for video such as Final Cut Pro, Adobe Creative Cloud, etc.
- Knowledge of database software

#### **HOW TO APPLY:**

Please email your application as a Word Document or PDF attachment to [liftjobs@lift.ca](mailto:liftjobs@lift.ca) with the following information:

- cover letter
- curriculum vitae
- two (2) work related references
- indicate where you saw the job posting in your cover letter
- indicate "Summer 2024 Technical Assistant" in the email subject line

**DEADLINE: Monday, May 6, 2024 at 10:00am ET**

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. **LIFT encourages those from equity-seeking groups to apply.** We recommend those interested in applying read LIFT's Code of Conduct which can be found online at <https://lift.ca> under the About Section.

This opportunity with LIFT is made possible through the support of the Canada Summer Jobs (CSJ) program of Employment and Social Development Canada (EDSC).