

**EMPLOYMENT OPPORTUNITY  
CONFERENCE AND MEETING PLANNER**

**SUMMER 2025 CONFERENCE AND MEETING PLANNER**

\$17.50 per hour

32 hours, 16-week contract (including weekend hours)

Projected Dates: April 28 to August 15, 2025

**This position will be on-site at the LIFT facility.**

**April 16, 2025**—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 summer **Conference and Meeting Planner** to join the LIFT staff and to work in cooperation with the Special Projects Manager to support the **Canada Media Arts Skills Exchange** at the end of May and further summer programming.

**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  
ACTIVITIES:**

- Support of the Special Project Manager in planning, administering and executing a four-day long event for approximately forty people, including logistics, hotel bookings and project management.
- Coordinating with filmmakers and LIFT to make sure project needs are met.
- Tracking project budgets and timelines to ensure programs are delivered on time and within budget
- Conference/meeting design and implementation

- Manage artist relations and communications pertaining to travel and presentations
- Screenings and Outreach Events

#### **QUALIFICATIONS INCLUDE:**

This position requires the ability to multi-task in a fast-paced work environment. Summer staff often collaborate in a number of aspects of the day-to-day operations.

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

- Knowledge of the Macintosh platform
- Knowledge of project planning and budgeting and event management.
- Experience developing and delivering arts programming
- The ideal candidate is a self-directed team-worker, who is detail oriented
- The candidate should have a strong interest in media art and be committed to supporting independent media in all its forms

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

- Knowledge of analogue filmmaking and darkroom processes
- Experience using social media (Facebook, Instagram, X/Twitter and Canva) for outreach
- Knowledge of media arts production workflows and technology across all film, digital and new media genres and production models

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

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

- cover letter (1 page maximum)
- curriculum vitae (3 pages maximum)
- two (2) work related references
- indicate where you saw the job posting in your cover letter
- indicate " Conference and Meeting Planner 2025 - First and Last Name " in the email subject line

**DEADLINE:** Tuesday, April 22, 2025 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).