

Film and Media Production Assistant – Student

Position Summary

Reporting to the Film Commissioner, the Production Assistant will support the operations of Kingston Film and Media in attracting and servicing film and television productions in Kingston and South Eastern Ontario. This includes a combination of marketing support, location research, assistance with preparation for upcoming productions, and on-site support during active productions. Film and Media are key markets for tourism in Kingston and South Eastern Ontario. This role is ideal for students or recent grads interested in arts administration and in working in the film and media sector. This is a full-time summer position (35 hours a week).

Working Conditions

The position requires the use of personal equipment such as a computer, phone and access to internet, a valid driver's license and access to a vehicle. Camera equipment will be supplied. Working remotely, in office, and throughout the community, the Production Assistant is expected to work standard hours of operation of Tourism Kingston, (Monday to Friday, 8:30 am to 4:30 pm); however, flex hours, including evenings and weekends, may be introduced during productions.

Key Responsibilities

- Location photography. Will require travel across Southeast Ontario region.
- Outreach and frequent communication with property owners and representatives, vendors, talent and production crew to offer guidance and support regarding Reel-Scout database.
- Data entry, clean up and general maintenance of Reel-Scout database.
- Research current and upcoming productions in Ontario. Identify and recommend potential fits for Kingston and the surrounding region.
- Assist with marketing and outreach, including cold calling and emailing target clients, scheduling meetings, preparing digital location photo albums, researching meeting subjects, writing and posting to social media channels such as LinkedIn, Instagram and Facebook, and other duties as required.
- Schedule location visits with production location scouts. Assist during location visits as required.
- Assist on set during active productions. Duties may require directing traffic, running/moving equipment or other materials around the set, assisting with set up and tear down of lunch/dinner areas, delivering/picking up materials off set (may require driving a car), assisting with coordination of the production office, clean up after production wraps, and other duties as required.

Education/Eligibility

The ideal candidate is a current student or recent graduate in film or media studies.

CSJ (federal) An applicant must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the *Immigration and Refugee Protection Act* for the duration of the employment and have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Experience

- Film industry knowledge and some production experience.
- Experience in photography, videography, photo editing software, and archiving records.
- Proficiency in Microsoft Office 365 components, specifically Outlook, Word and Excel
- Developed interpersonal communication skills, including presentation and public speaking ability.
- Demonstrated ability to plan and organize work effectively as well as work autonomously.
- Experience working in a fast-paced and demanding environment.
- Understand professionalism, initiative, and independence in the workplace.
- Ability to develop, cultivate, and maintain relationships at all levels of the organization.
- Experience in video editing is a strong asset.

How to Apply

Please submit all applications to donnie@tourismkingston.com. Only successful applicants will be notified.