



Student Position – Administrative Assistant, Archiving

Location: Toronto, (Temporarily Remote)

20 Richmond Street East, suite #600, Toronto, ON M5C 2R9

Reports to: Development Director

Compensation: \$17.55/hour for 8-week contract. Possibility of employment extension at end of contract.

Start: May 13th, 2024

Summer Opportunity for Students! Are you passionate about Archiving? Reelworld Screen Institute, a non-profit organization dedicated to supporting Canadian filmmakers from Black, Indigenous, and People of Colour communities, is offering a unique opportunity. We specialize in providing professional development programs for individuals in the screen, film, and TV sectors, and we proudly host the renowned Reelworld Film Festival, showcasing stories by racialized Canadians.

This is your chance to gain invaluable insights into the inner workings of a prestigious and diverse Toronto film festival and screen institute. Plus, with the conclusion of the CSJ Agreement, there's potential for a permanent position to be extended to exceptional candidates.

Tasks and Responsibilities:

- Utilize Google Office Suite and other relevant software for archiving tasks.
- Perform quality control checks on existing digital files
- Digitize Reelworld's archive material using a flatbed scanner, process the digitized items, and create metadata for accurate cataloging.
- Collaborate with the Development Director to establish new archiving procedures aimed at enhancing efficiency and organization.
- Organize files and maintain meticulous record-keeping to ensure easy access to archived materials.
- Maintain strong, detail-oriented organizational and task-management skills, often in a self-directed manner
- Support promotion and publicity efforts through various channels, including social media platforms.
- Provide assistance to staff, managers, and senior-level officers as needed, including project coordination and behind-the-scenes activities related to Reelworld's initiatives and events.

To be eligible, you must be:

- between 15 and 30 years of age at the start of the employment
- a Canadian citizen, permanent resident,
- 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.

Please email your resume and cover letter to hr@reelworld.ca put Summer Jobs Archiving in the subject line.