



ICG | INTERNATIONAL
CINEMATOGRAPHERS
GUILD · LOCAL 669

COMMUNICATIONS

[Part-Time | Temporary]

The International Cinematographers Guild, Local 669 (ICG 669) is seeking a dynamic, highly efficient, self-motivated, and detail-oriented individual with excellent writing, editing and design skills to fill a part-time vacancy in our **Communications** position.

Work schedule: 3 days per week (Monday, Wednesday, and Friday) 9 am to 5 pm (24 hours/week, plus additional hours as needed)

Anticipated Start Date: January 25, 2021

Anticipated End Date: March 7, 2021

Employment Duration: As above, with possibility of becoming permanent part-time.

Location: Burnaby, BC

Remuneration: \$29.45 per hour, plus 10% in lieu of vacation pay and benefits

Interested parties should email their application package to careers@icg669.com with “Application for Communications Position” as the subject line. No phone calls please.

Application Package should include:

1. One-page cover letter
2. Resume, including three (3) references
3. Writing sample
4. Sample of design work

Application deadline: January 20, 2021 at 5:00 pm

Interviews will be held January 20 – 22, 2021. We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Qualifications:

- Excellent verbal and written communication skills.
- Strong attention to detail; keen copy editing and proofreading skills.
- Excellent organizational & time management skills; ability to establish and meet deadlines.
- Proficiency working with Social Media Platforms, including (but not limited to) Facebook, Twitter, Instagram, Hootsuite, and Mailchimp.
- Experience working with the Mac operating system, Adobe software (Acrobat Pro, Photoshop, InDesign), Microsoft Office suite (Word, Excel, Power Point) and equivalent Mac based office software (Pages, Numbers, Keynote).
- Experience with using a database, such as FileMaker, and experience working in or with the film industry is an asset but not required.



Responsibilities:

- Reports to ICG 669 Business Agent, and Executive Board.
- Develops all external communications:
 - Organizes, writes, edits and produces all in-house communications, publications and advertisement designs.
 - Designs all collateral material.
- Assists with developing and updating internal communications and documentation.
- Develops and updates material for ICG 669 Presentations.
- Sources, and recommends promotional items for various sponsorships, and partnerships.
- Plans, writes, and designs weekly newsletter.
- Website:
 - Updates and manages content on website.
- Manages Social Media:
 - Facebook, Twitter, Instagram, Hootsuite, LinkedIn, Vimeo/YouTube.
 - Researches and proposes new platforms as needed.
- Sponsorships:
 - Ensures benefits are delivered and approve logo placement on external promotional material.
 - Develops Ad Designs.
 - Assists with writing speeches for speaking opportunities.
- Assists in media relations, including drafting media releases, as needed.
- Assists in assembling research data and statistics on issues that relate to membership employment, training, and education.
- Assists with planning, promoting and coordinating events for ICG 669.
- Supports the creation of video projects (strategy, brand consistency, messaging).
- Assists with new initiatives pertaining to this position, and other duties as assigned.

About Us:

Established in 1990 with 145 members, the International Cinematographers Guild, Local 669 of the International Alliance of Theatrical Stage Employees and Moving Pictures, has grown to represent over 1020 Camerapersons, Digital Imaging Technicians, Video Assists, UAV Drone Aerial Camerapersons, Stills Photographers and Publicists across Western Canada.

ICG 669 is proud to represent skilled and talented individuals, including award-winning and internationally recognized photographers and cinematographers, working in the film and television industry. For more information visit: www.icg669.com.