



## TRAINING COORDINATOR | FULL-TIME | PERMANENT

The International Cinematographers Guild, Local 669 is seeking a professional to join our team as a **Training Coordinator**.

The Training Coordinator is the Union's representative and point person for all membership training. This individual is the primary coordinator for members seeking further support and opportunities to expand upon their skill set in the camera/publicity department. This person will organize workshops and oversee all training through ICG 669.

The Training Coordinator may also attend any training related conferences, events, and meetings on behalf of the Union, virtually or in person, throughout North America.

A full job description can be viewed on page 3.

### QUALIFICATIONS:

- Familiarity with the film industry in Western Canada is an asset, including film organizations and unions outside of ICG 669
- Demonstrated experience in coordinating projects, workshops and/or training
- Excellent interpersonal and client service skills, with the ability to communicate with diplomacy and tact
- Exceptional attention to detail, time-management skills, and the ability to manage multiple tasks
- Strong written and verbal communications; the ability to compose correspondence, reports, and other written material using clear, concise language
- Ability to work independently and as part of a small, tightly knit team; self-motivated
- Ability to effectively use online meeting and webinar applications (e.g. Zoom, Microsoft Teams) and have knowledge of Adobe Suite, MS Office (e.g. Outlook, Word, Excel), and database programs (e.g. Filemaker)
- Valid driver's license and reliable vehicle; ability and willingness to travel throughout Western Canada. Valid passport and ID as needed
- Willingness to work a shifted work week, which includes weekends and/or evenings as needed to oversee the success of workshops and training events

**Hours:** Monday to Friday, 9 am to 5 pm (40 hours/week), weekends and evenings as required for workshops & training

**Office location:** 217-3823 Henning Drive, Burnaby, BC

**Remuneration:** Starting hourly wage \$29.45 - negotiable based on experience

**Travel:** Some travel will be required for workshops and/or training. Jurisdiction represents Western Canada (BC, AB, SK, MB, YT and NWT).

**Anticipated start date:** May or June 2021

**Please note this is a unionized position.** A comprehensive benefits package is included following the completion of a 3-month probationary period.



If you are interested in applying for this position, please email your cover letter and resume to [careers@icg669.com](mailto:careers@icg669.com) with “Application for Training Coordinator” as the subject line.

**Deadline for applications is May 2<sup>nd</sup>, 2021.**

**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 1000 Camerapersons, Digital Imaging Technicians, Video Assists, UAV Drone Aerial Camerapersons, Still 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 film and television industry. For more information visit [www.icg669.com](http://www.icg669.com).



## JOB DESCRIPTION:

- Is overseen by, and reports to both the ICG 669 Business Agent and the ICG 669 Executive Board. Works in close cooperation with the ICG 669 staff
  - Discusses training needs with each department MAL (Member at Large), across the jurisdictions of British Columbia, Alberta, Saskatchewan, Manitoba, Yukon, and Northwest Territories
  - Provides quarterly report for the Executive Board, including workshop pitches with projected budget for execution
- Facilitates member training:
  - Responsible for planning and logistics and execution of virtual and in person workshops
  - Researches available training courses, and/or collaborates with MALs and members to develop new courses. For example: Camera Prep to Post, Financial Wellness options, Qtake, Resolume, Gimbals, Artemis, CineRT, LED Fundamentals, OHS, and Drones
  - Arranges insurance, food, support technicians, etc.
  - Negotiates terms and books instructor(s), suppliers, and venues
  - Liaises with equipment providers and other industry contacts (i.e. Keslow, Panavision, SIM, WFW etc.) to source equipment for events
  - Works with the Communications staff to develop promotional material for each workshop/seminar/event
  - Tracks and collects registration payments
  - Confirms attendance, provides site map and all necessary details
- Prepares budgets and sets training fees accordingly:
  - Researches and performs outreach to possible training collaborators to share costs of workshops (i.e. Film Training Manitoba, Alberta, DGC, etc.)
  - Researches government grants and initiatives to cover cost of training
  - Creates individual course budgets, as well as an annual budget request for Treasurer and Executive Board approval
- Liaises with members:
  - Acts as point person regarding training requirements and desires
  - Corresponds with members about upcoming training events
  - Informs new members about opportunities for Professional Development
  - Informs members about skills upgrading fund and oversees member- related reimbursement requests related to skills training
  - Promotes events all rental houses are hosting to members
- Liaises with IATSE Locals 891, 212, 856, DGC, Teamsters, and UBCP and other camera, publicity, and film organizations across Canada
  - Discusses industry wide education and training initiatives
  - Plans, executes, and attends community wide events (i.e. Digital Days)



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- Attends MPPIA Education & Training meetings to improve and update Film Industry Orientation Course; liaises with MPPIA team in regards to the Industry Career Fair, and discusses new industry initiatives
- Sits on the BCCFU Training Society to develop Industry Training Program
- Assist MALs and Business Agent with new initiatives and events:
  - Organizing members; tracking and logging of membership participation; invoicing follow up with Financial Controller
  - Celebrations (i.e. Anniversary party, CSC Gala, etc.)
  - Quality of life (i.e. Financial Workshops, Mental Health care)
  - Prepares newsletter articles as requested, submitting to Communications.
  - Relaunch Mentorship Program
  - Works with and assists the ICG Safety Coordinator with preparation and delivery of Membership Shop Steward training