



LOCAL 669

CINEMATOGRAPHERS GUILD

Position: **Reception/Office Administration [Full Time | Permanent]**

International Cinematographers Guild | IATSE Local 669

The International Cinematographers Guild of Western Canada is looking for an individual who is excellent at multitasking, has strong time management skills and is an excellent team player to fill the role of Reception/Office Administration.

Duties include answering the general office phone and email, performing office administrative, including filing, preparing for Executive Board and General Membership meetings, keeping record of correspondence, ordering supplies and maintaining a positive relationship with Members, and visitors/callers to the office.

The successful candidate will work to support all office staff and will be proficient in Microsoft Word and Excel, Acrobat PDF, and the MAC computer system. Experience working in the Film & Television Industry is an asset, but not required.

Hours: Monday to Friday, 9am – 5pm (40 hours per week)

Location: Burnaby, BC

If you are interested in applying for this position, please email your cover letter and resume to louise@ia669.com with “Application for Reception/Office Administration Position” as the subject line.

Application Deadline: Tuesday, August 26th, 2016 at 5pm

About:

Established in 1990 with 145 members, The International Cinematographers Guild of Western Canada, Local 669 of the International Alliance of Theatrical Stage Employees and Moving Pictures, has grown to represent over 750 Camerapersons, Digital Imaging Technicians, Video Assists, UAV Drone Aerial Camerapersons, Stills Photographers and Publicists across Western Canada.

Local 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.ia669.com.