

ACADEMY

OF CANADIAN CINEMA & TELEVISION

The Canadian Academy seeks a Communications Assistant (Full-time)

The Academy of Canadian Cinema & Television is the largest non-profit professional arts organization in Canada. We are dedicated to recognizing, advocating for and celebrating Canadian talent in the film, television, and digital media sectors. Our more than 4,500 members encompass industry icons and professionals, emerging artists and students. Collectively, we deliver professional development programs and networking opportunities that foster industry growth, inclusion and mentorship.

In everything we do, we seek to foster a culture of work that is creative and entrepreneurial, but also grounded in a respect for processes and professionalism that ensures the integrity of our membership organization. As a growing organization, we are looking for team members who will bring an enthusiasm and growth mindset to their position.

The Canadian Academy is seeking a Communications Assistant with a background in social media, design, website management, and with high attention to detail. The Communications Assistant will work closely with Academy team members and will be primarily responsible for producing print materials, promotions, and social media posts.

Specific responsibilities will include:

- Assisting in the creation of promotional materials (newsletters, eBlasts, web content, print materials) per received creative briefs
- Coordinating the Academy's Program Book
- Posting daily on the Academy's social media accounts
- Coordinating materials for the Academy's annual theatrical trailer and sizzle reel
- Collaborating with the Montreal office on tasks such as translations
- Proofreading all Communications materials
- Working with the Communications Manager and other departments to ensure the approvals process is followed and maintained
- Brainstorming with the team on strategies and working to implement them
- Providing social media support at events

Qualifications:

- Strong writing and proofreading skills and high attention to detail
- Strong organizational skills
- Computer skills:
 - Microsoft Office Suite / Google Drive Suite
 - Knowledge of Wordpress
 - Knowledge of desktop publishing programs such as Adobe Photoshop, Illustrator, InDesign, Microsoft PowerPoint
 - HTML / CSS coding an asset
- Strong graphic/web design skills

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- Understanding of aspect ratios and image resizing
- Experience with Canva an asset
- Passion for social media, with knowledge of best practices and strategy
 - Experience with Buffer, hashtags, and analytics an asset
- Ability to work independently as well as cooperatively in a team environment
- Ability to work proactively and to be resourceful in a fast-paced environment under daily deadline pressures
- Knowledge of Canadian screen industry (including film, television, and digital media)
- University or college graduate and/or experience in the field of Communications and/or within the screen industry
- Ability to maintain confidentiality
- Bilingualism an asset

START DATE: Immediately

Office hours are Mondays to Fridays, 9:00 AM to 5:00 PM. A minimum commitment of 40 hours/week is requested. Evening work will be required for special events throughout the year and during Canadian Screen Week.

SALARY: Commensurate with experience

If you are interested in speaking with us about the position, please send your resume and cover letter to communications@academy.ca with the subject line, Academy Communications Assistant.

The Canadian Academy thanks all applicants for their interest. Only those candidates selected for an interview will be contacted. The Canadian Academy is an equal opportunity employer.