



The Canadian Academy seeks Executive Assistant to the CEO (Full-time)

The Academy of Canadian Cinema and 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 enthusiasm and a growth mindset to their position.

The Canadian Academy is seeking an Executive Assistant to support the CEO of the organization. The ideal candidate will be organized, detail-oriented and a natural communicator. The EA will manage communications with the Academy board, manage the CEO's calendar and travel. They will also assist with various administrative tasks for the CEO, including some office management tasks. This is an excellent opportunity for an ambitious person to be exposed to all aspects of the Canadian media industry.

Specific responsibilities will include

- Manage CEO's calendar and set up meetings;
- Schedule board and board committee meetings;
- Organize & distribute materials for board and committee meetings;
- Manage Federal, Provincial and City official invitations to the Canadian Screen Awards;
- Provide administrative assistance for fundraising events as needed;
- Assist CEO with preparation for events and other speaking engagements (speech and show schedule review, communicate arrival times, etc.);
- Format information for internal and external communications (ie presentations and emails);
- Manage information flow between vendors and internal departments as needed during Canadian Screen Week;
- Act as CEO's on-site contact at Academy events;
- Make travel and accommodation arrangements when necessary;
- Prepare expense reports;
- Liaise with IT vendor;
- Administrative and office tasks as needed.

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.



QUALIFICATIONS

- Work experience as an Executive Assistant, Personal Assistant or similar role;
- Fluency in G-Suite, MS Office and a quick study for other software applications (i.e. Salesforce);
- Excellent time management skills;
- Excellent verbal and written communications skills (the ability to present information clearly and succinctly);
- Discretion and confidentiality a must;
- Bilingual (French) preferred.

START DATE: October 21, 2019 or later

SALARY RANGE: Commensurate with experience with a generous benefits package

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