



The Canadian Academy seeks **PRODUCTION ASSOCIATE, FAMILY FAN DAY 2020** (Contract)

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 an enthusiasm and growth mind-set to their position.

The Canadian Academy is seeking a Production Associate for Family Fan Day 2020. The Production Associate will report to the Manager, Programming & Membership, and will be responsible for the planning and execution of Family Fan Day 2020.

Family Fan Day is a one-day family-focused event held at the Sony Center for the Performing Arts on Saturday, March 28, 2020. The day attracts thousands of fans from across the GTA and beyond as they have the opportunity to meet their favourite Canadian screen stars and take part in fun family-friendly interactive activities throughout the day.

Contract dates: Monday, January 13, 2020 to Friday, April 3, 2020 (12 weeks)

Specific responsibilities will include:

- Administrate the scheduling of planning meetings with various parties in advance of Family Fan Day;
- Communicate with stakeholders including sponsors, broadcasters and partners with activations to gather all space requirements, A/V, electrical needs, etc by specified deadline;
- Liaise with external event producer and venue for set up of event including layout, flow of traffic, set up activations, etc.;
- Maintain master schedule of Family Fan Day including talent attendance and details of on-site activations;
- Liaise with internal communications team at Academy with most up-to-date information on confirmed activities for promotional purposes;
- Work with internal teams to ensure sponsor requirements and communication plans are met including signage;

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- Develop and manage the run schedule for weeks leading up to event and then hour by hour on day of event;
- Assist with creating day-of schedule for all talent and activations;
- Research organizations, events, companies and other opportunities to promote the event;
- Provide Academy's outside marketing and PR teams with information needed to promote the event;
- Work with Volunteer Director to ensure there is an adequate number of volunteers on hand day of event;
- On site contact and producer on day of event to trouble shoot as required.

Other administrative duties as required.

QUALIFICATIONS

- Experience and strong knowledge of children's programming
- Familiarity with the Canadian film, television, and digital media industry
- Event Planning and Front of House experience
- Strong time management, organization, and multi-tasking skills
- High attention to detail
- Working knowledge of Microsoft Office including Word, Excel, and Outlook
- Proficiency with Google Docs
- Excellent written and verbal communication skills

SALARY: Commensurate with experience

If you are interested in speaking with us about the position, please send your resume to membership@academy.ca with the subject line, PRODUCTION ASSOCIATE, FAMILY FAN DAY 2020. In lieu of a cover letter, please include a short paragraph in the body of the email detailing what interests you about the position.

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.

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