



EMPLOYMENT OPPORTUNITY

Executive Director - Part Time Whitehorse, Yukon

Be part of the Yukon's film industry.

Work with film professionals and with our knowledgeable Board of Directors.

ABOUT US.

The Northern Film and Video Industry Association (NFVIA) is dedicated to supporting the Yukon film industry and assisting Yukon crew and cast to gain more film experience. Our commitment is to be an effective and efficient organization that provides assistance to everyone involved in the Yukon film industry.

The NFVIA is a non-profit organization with the mandate to "be a voice for its membership in the commercial and non-commercial film production industry." We work with local, national and international production companies and the Yukon Film and Sound Commission. The NFVIA provides training courses for members, equipment rentals to production companies, and draws on its members' knowledge to achieve excellent film production quality in Yukon.

ABOUT THE JOB.

The NFVIA is currently looking for a part-time Executive Director. You would be responsible for maintaining the day-to-day operation of the organization. This includes daily administrative duties, maintaining the NFVIA website, overseeing equipment rentals, developing funding applications, liaising with local arts organizations, in particular the Yukon Film Society and Yukon Film and Sound Commission, and developing and implementing communications to promote NFVIA.

This position is currently set at 20 hours a week, which is flexible depending upon the demands of productions and the availability of the schedule of the successful candidate.

REQUIREMENTS.

- Able to work autonomously and take initiative on tasks and projects.
- Several years experience as either an Executive Director or in a similar position with administrative experience.

- Financial management and project management experience.
- Efficiency in MS Word, Excel and the internet.
- Experience at completing funding grant applications.

DESIRED KNOWLEDGE, SKILLS AND ABILITIES.

- Familiar with the film production industry and local funding programs.
- Personal suitability and strong organizational skills.
- Strong interpersonal skills.
- Ability to work independently, take initiative and think strategically.
- Strong creative problem solving skills.
- Work well with the public and with our Board of Directors.
- Valid Yukon Class 5 driver's licence is required.

WORKING CONDITIONS.

- Reporting to our Board of Directors, the ED is based in Whitehorse, Yukon, and will work from their own office space with some office equipment provided by NFVIA.
- Draft agendas and attend monthly board meetings.
- Pay is commensurate with experience.

If you feel you have the qualifications and desire to meet the challenges of this position, please forward a cover letter and resume outlining how your experience and qualifications relate to the position. Please submit your application by 4:30 p.m. on Tuesday, January 31, 2012, to:

Northern Film and Video Industry Association
P. O. Box 31340 RPO Main Street,
Whitehorse, YT Y1A 5P7
Ph: 867.456-2978 or
Email to info@nfvia.com