



Position Title: Production Assistant

Hourly Wage: \$14.00

Duration: 4 Months (40 hour work week) Canada Summer Jobs Program

Start Date: Immediate

Salt and Light Catholic Media Foundation is looking for a passionate, committed, results-driven Production Assistant to collaborate closely with our Production Coordinator. If you want to make a strong and lasting contribution within our Production and Programming Department then this job is for you. We are looking for a motivated, initiative taking individual who knows or is looking to know his or her way around a television station or a media company. Alternatively, if you have previously worked for a like-minded charity, or if you are a creative artist who has experience in an office environment, then this could also be a job for you! If any of this sounds like something that would peak your interest, then this is your opportunity to apply to become part of Canada's only national Catholic media company!

You can expect your duties to be far-ranging, from office administrative work to on-set coordination and assistance. Your job will be to work collaboratively in order to make all our productions operate smoothly. In this regard, you will work closely with our editors, graphic artists, camera operators, and content providers to ensure that deadlines are met. This includes ensuring that digital file deliveries are made to Master Control appropriately and methodically. You will also be working closely with our Marketing & Communication Department, where you will help ensure effective delivery for our S+L videos and other digital assets.

This job requires attention to detail and the ability to effectively organise and prioritize assignments. You will know this role is for you if you work well in a fast paced environment and can think of your feet without much supervision. We are looking for someone with team spirit and who is passionate about film and media!

Please note that this is a 4 month contract opportunity with the possibility of this role being made permanent, should further funding become available. This position will be based out of our office located at 250 Davisville Avenue in Toronto, Ontario.

The incumbent will report to the Production Coordinator.

Essential Qualifications

- Effective English communication skills (oral and written).
- Recent college graduate from an accredited institution.
- Alternatively, candidate must be currently enrolled in advanced film or media courses (or a related field) at college.
- Superior knowledge of Microsoft Office products (i.e. Word, Excel, PowerPoint).

- Ability to work independently as well as collaboratively with a wide range of professionals.

Preferred Qualifications

- Ability to work in French is an asset.
- Knowledge of video production processes, including planning, scripting, shooting and editing.
- Knowledge of Adobe Create Suites (Photoshop, Lightroom, Illustrator and InDesign).
- Experience in the Canadian broadband distribution system by either working for a broadcaster or broadcast distributor.

Please note:

Please submit your application, in English, to info@saltandlighttv.org. We thank all applicants for applying but only those applicants who are selected for an interview will be contacted. Interviews will be in person only at our office located in Toronto. This program is funded pursuant to the requirements of the Canada Summer Jobs program, which is part of the Federal Government's Youth Employment Strategy.