

Job Posting – Summer Administrative Assistant

Metro Cinema Society

Metro Cinema is Edmonton’s community movie house, dedicated to the presentation of film and video in many forms. We program and host a thousand events each year at the historic Garneau Theatre. Metro is seeking an engaged and passionate student to spend a summer helping to shape the future of Metro. This position will run approximately 16 weeks, starting on or around July 20th.

The Administrative Assistant will be working directly with the Executive Director and board committees to plan, coordinate, and execute future film programming, fundraising initiatives, outreach to community stakeholders, and daily operations. They will assist the staff in adapting many longstanding processes to the circumstances of Covid-19. Exact duties will be tailored, as much as possible, to the successful applicants’ specific skills and interests.

The successful applicant will be comfortable with both self-directed and team-based work environments, possess strong oral and written communication skills, and have experience with creative programming and event management. Familiarity with the film industry, marketing and communications systems, event management, and customer service are all assets but not required.

This position will be funded in part through the Canada Summer Jobs program. Special consideration may be given to applicants between the ages of 15 and 30, and to full-time students returning to studies in the fall.

Cover letter and resume may be sent in confidence to director@metrocinema.org. **The deadline for applications is July 13th 2020.**