



Producer's Assistant

The Producer's Assistant is an administrator who works closely with producer(s) throughout the filmmaking process. They are involved at the development, pre-production stage through to post production, marketing and distribution.

Experience required:

Experience in the entertainment field is not required, but administrative experience/training is a must. Strong organization, communication and writing skills, ability to work independently, professionalism and positivity are all required. French language an asset.

- CEGEP, UNIVERSITY; or
- VOCATIONAL with experience; or
- Minimum 2 years work-experience in administrative role

Details:

- Job to take place at Mohawk Princess Pictures office in Kahnawake, with occasional meetings and/or training in Montreal
- Work hours will be from 9:00am to 4:30pm, Monday to Friday, for a total of 32.5 hours per week, lunch break is 1-hour unpaid.
- Work in the evening or on the weekend may occasionally be required for impending deadlines
- Time off: 5 days for personal time & 5 days for sick per year
- Salary: minimum of \$16.50/hr, but negotiable based on experience; employment benefits
- Contract term: 1 year with possibility of extension, 3-month probation period

Job Description:

- Project management

Organize production meetings & maintain notes from said meetings, attend storyroom meetings and keep detailed notes, problem solving with team as needed, updating budget, work with producer to solve budget issues, create and issue contracts, create and maintain list of all funding agencies and their deadlines, create and maintain positive relationship with financial partners, spearhead application process, coordinate with graphic design / director / writer / producing partner when needed, work with all unions when necessary (WGC, DGC, ACTRA), liaison with community as a project requires, Organize shoots; maintain contact and schedule of crew and project participants, secure insurance book equipment, locations, travel, confirming crews, booking crew vehicles, travel and meal arrangements, following up with subjects, Create and maintain production documents; i.e. call sheets, footage and shoot lists, release forms and release logs. Filing and document management, creation of production binders.

- Finance

Work in collaboration with bookkeeper to: track and issue drawdown payments to contractors, collaborate with accounting firm for corporate year end and tax credits, manage bank loans, issue payments, submit invoices, submit government remittances, create cashflows, financial structures and budgets, file for insurance & any necessary claims, work with business service officer from Tewatohnhi'saktha

- Distribution

Create and manage list of film festivals submission deadlines, manage submissions with guidance from Producer, coordinate with graphic designer for PR materials, coordinate with writers for PR material, organize social events as needed to screen material

- Office management

Answer phone, send faxes and couriers, scanning, printing, labeling, ordering office supplies, getting quotes, organizing petty cash, expense reports, filing, track employee timesheets & vacation/sick/personal time, etc., in charge of the equipment room: checking and organizing equipment, keeping track of what goes in and out, making sure batteries and cards are charged and free, backing up footage, transferring footage to drives for editors, still picture management.

- Online management

Updating social media on current productions; coordinating with website designer for changes when needed, implementing changes within our control

TO APPLY:

Resume and cover letter (addressed to TRACEY DEER) can be emailed to Roxann Whitebean at roxann@mohawkprincess.com or mailed to P.O. Box 1971, Kahnawake, Qc. J0L 1B0.

Deadline to apply: TUESDAY, APRIL 15, 2014 by 4pm