



NOW HIRING

Lab Assistant, Department of Theatre and Film “FILM EQUIPMENT COORDINATOR”

Job Number: A110.22	Classification: Lab Assistant	Job Type: Term
Date Posted: September 19, 2023	Posting Close Date: October 1, 2023	
Employee Group: AESES	Professional Areas: Staff	Salary Range: \$14.15 - \$15.24 per hour + 6% vacation pay
Position Category: Variable Hours	Probation/Trial period: 910 working hours or six (6) months, whichever occurs first.	
Start Date: As soon as possible	End Date: April, 2024	Hours: 0-34 hours per week

Work described in this positing will be conducted in-person

Responsibilities:

- Issues and receives back film equipment to/from authorized students.
- Checks voicemail messages regularly, and return inquiry calls promptly.
- Maintains accurate records which indicate specific equipment being signed-out.
- Reports faulty or damaged equipment to the Asst. to the Production Coordinator.
- With the student present, tests all equipment being signed in and out.
- Becomes familiar with the equipment needs of each film class through direction from each Film Instructor.
- Routinely replaces specialized equipment components as necessary and completes other minor repairs.
- Routinely rotates batteries into chargers.

Qualifications:

- Successful completion of THFM-3310 (Filmmaking II) within the last 5 years required.
- One year of directly related experience and/or familiarity with film equipment.
- Ability to follow oral and written instructions.
- Ability to communicate effectively.
- Ability to work effectively with peers.
- Ability to work independently.
- Ability to maintain cleanliness and safety standards.
- Familiarity with specialized film equipment.

An equivalent combination of education, experience, skills, knowledge and abilities may be considered.

Condition(s) of Employment:

- Must be legally entitled to work in Canada.
- Ability to work day, evening and/or weekend shifts.

The University of Winnipeg is committed to equity, diversity and inclusion and recognizes that a diverse staff and faculty benefits and enriches the work, learning and research environments, and is essential to academic and institutional excellence. We welcome applications from all qualified individuals and encourage women, racialized persons, Indigenous persons, persons with disabilities, and 2SLGBTQ+ persons to confidentially self-identify at time of application.

The University of Winnipeg is committed to ensuring employment opportunities are accessible for all applicants. If you require accommodation supports during the recruitment process, please contact human_resources@uwinnipeg.ca.

The personal information of applicants is collected under the authority of the University of Winnipeg Act and 36(1)(b) of the Freedom of Information and Protection of Privacy Act. All personal information collected via the recruitment process is used to assess the applicant's suitability, eligibility, and qualifications for employment, and to otherwise support recruitment activities. This information will be provided to participating members of the recruitment process. Questions regarding the collection of your personal information may be directed to the Director, HR Services, 515 Portage Avenue, Winnipeg, MB, R3B 2E9 or human_resources@uwinnipeg.ca.

The University of Winnipeg has a Mandatory COVID-19 Vaccination Policy that requires all those coming to designated indoor campus spaces to provide proof they are fully vaccinated. The Policy was suspended effective May 2, 2022. However, prospective employees should know that the Policy may be reinstated in the future based on changing public health circumstances.

<https://www.northstarats.com/University-of-Winnipeg/Film-Equipment-Coordinator-Department-of-Theatre-and-Film-Term/79633>