



# SAULT STE. MARIE

## Contract Opportunity

(Approximately 2 years)

<b>Position:</b>	Film, TV & Digital Media Coordinator	<b>Wage Range:</b>	\$64,031 - \$76,215
<b>Job Posting:</b>	001-001-2022	<b>Job Class:</b>	3 (under review)
<b>Department:</b>	CD & ES	<b>Shifts:</b>	35 hours/week
<b>Division:</b>	Tourism & Community Development	<b>Posted:</b>	January 6, 2022
<b>Status:</b>	Temporary Full Time	<b>Closes:</b>	January 20, 2022, 4:30pm

### Purpose:

The successful candidate will directly affect job creation and the development of new support businesses and infrastructure in the community. The activities to support this growth will include the creation of promotional materials and information kits assembled to support company attraction, direct outreach to film production companies and proactive networking with industry executives to create awareness attract productions to the community.

### Primary Duties and Accountabilities include but are not limited to:

- Develop materials and information package to market Sault Ste. Marie as a location for film and digital media production.
- Create promotional materials and information kits to support company attraction.
- Attend relevant film development workshops/events for Northern Ontario.
- Support film production companies that are filming locally, including providing direction on municipal permitting requirements,
- Liaise with film/digital media producers and production companies.
- Network with industry executives to create awareness and attract productions to the community.
- Collect data and prepare various reports.
- Maintain a thorough working knowledge of the City's Health & Safety Policy and Procedures and applicable legislation therein.
- Available evenings and weekends, as required.
- Perform other related duties as assigned.

### Qualifications:

- University Degree or College Diploma in a related field of study; e.g. Popular Culture, Film Studies, etc.
- Two years experience in film and/or digital media production role.
- Work independently and as a team member to complete projects.
- Development, implementation and monitoring of work plan and/or project.
- Ability to read, write and communicate to perform the duties of the position (multi-lingual an asset).
- Excellent inter-personal, communications, collaboration and relationship management skills.
- Presentation and/or public information sessions.
- Computer literacy in a Microsoft environment; including Excel, Word, Outlook, PowerPoint, etc.
- Experience working with diverse teams and working on dynamic projects, achieving results.
- Self-starter and strong motivation.
- Global mindset.

To apply for this exciting opportunity, please provide a cover letter and resume highlighting your qualifications to:

**Email** [human.resources@cityssm.on.ca](mailto:human.resources@cityssm.on.ca)  
**Subject line** 001-001-2022 Film, TV & Digital Media Coordinator

The Corporation of the City of Sault Ste. Marie is an inclusive employer. Accommodation is available in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act, 2005.

[www.saultstemarie.ca/jobs](http://www.saultstemarie.ca/jobs)