



**Position Title:** Production Coordinator  
**Department:** Mel Hoppenheim School of Cinema  
**Dates of Employment:** August 21, 2023-April 30, 2024  
**Hours of Work:** 35 hours/week, Monday-Friday  
**Rate of Pay:** \$25.97-38.92, depending on experience

#### **A. JOB RESPONSIBILITIES**

Reporting to the Technical Officer, and working in close collaboration with other members of Technical Services staff and faculty members teaching core courses, the Production Coordinator plays a key role in the facilitation of students' experiential learning in the production-based programs of the School. The incumbent will:

- Meet with individual students and student teams to discuss logistics, answer questions and resolve concerns relating to their Film Production and Film Animation projects.
- Verify and approve the essential aspects of all student shoots, including but not limited to travel, permits, locations, crew composition, insurance (in consultation with Technical Officer), adherence to performers' union agreements, safety and/or logistical concerns.
- Coordinate with internal University units to facilitate requests to film on Concordia property.
- Verify and get approval from instructors for equipment requests for student shoots, including camera, sound, lighting, and grip equipment.
- Develop materials to familiarize students with on-set equipment use, filming in Montreal and surroundings, School policies, and more.
- Notify the Technical Officer of potential complications, safety and/or logistical concerns that may arise on student shoots.
- Determine appropriate equipment allocation for individual Film Production and Film Animation classes, including camera, sound, lighting, and grip equipment, in collaboration with the Technical Officer.
- Ensure technical needs of projects and classroom support does not exceed the capabilities of the Technical Services area as outlined by the Technical Officer.
- Organize and approve schedules for shooting, equipment pick-up and drop-off.
- Working with the Depot Clerk, carry out day-to-day operations in Cinema's equipment depot, including prepping and verifying equipment for classes and shoots, equipment scheduling, room bookings, access control.
- In consultation with instructors and digital coordinators, coordinate and monitor schedules for post-production image and sound.
- Notify Technical Officer of potential improvements to delivery of service.
- Additional responsibilities as assigned by the Technical Officer.

#### **D. EDUCATION AND EXPERIENCE REQUIRED**

- Diploma of Collegial Studies (3yr) in a field related to the primary responsibilities and minimum 2-4 years of related work experience.
- Good spoken and written English (Level 4) in order to assist/instruct and to write experimental procedures and instructions. Basic spoken French (Level 3) in order to provide information to students and in order to liaise with the City of Montreal, performers' unions, and put students who prefer to communicate in French at ease.
- Basic knowledge of moving image technologies and workflows.
- Excellent interpersonal, organizational and problem-solving skills.
- Ability to deal effectively with demanding clientele and several simultaneous projects.
- Comfort interacting with a wide variety of people and adept at intercultural communication.
- Specific technical knowledge pertaining to film production and film animation equipment, including camera, sound, lighting, and grip equipment.
- Specific knowledge pertaining to film production logistical elements, including filming in and around Montreal, working with performers' unions, securing locations, and so on.

Send a CV and cover letter to [jobs.cinema@concordia.ca](mailto:jobs.cinema@concordia.ca). Applications will be accepted until July 3, 2023.

#### **Territorial Acknowledgement**

Concordia University is located on unceded Indigenous lands. The Kanien'kehá:ka Nation is recognized as the custodians of the lands and waters on which we gather today. Tiohtià:ke/Montreal is historically known as a gathering place for many First Nations. Today, it is home to a diverse population of Indigenous and other peoples. We respect the continued connections with the past, present and future in our ongoing relationships with Indigenous and other peoples within the Montreal community.

#### **Employment Equity**

Concordia University is strongly committed to employment equity within its community, and to recruiting a diverse faculty and staff. The University encourages applications from all qualified candidates, including women, members of visible minorities, Indigenous persons, members of sexual minorities, persons with disabilities, and others who may contribute to diversification; candidates are invited to self-identify in their applications.