



Rot Wood Media Inc.

"Ethical, innovative, and authentic storytelling."

191 Couchie Memorial Drive
North Bay, ON
P1B8G5

705-394-5557
info@rotwood.media

Position: Production Assistant

Location: Nipissing FN, ON

Flexible: Full Time

Starting Salary: \$20/hour

Rot Wood Media recognizes the importance of immunization to protect our collaborators and community from COVID-19. A condition of employment with Rot Wood Media is that all new hires receive updated doses of all COVID-19 vaccines approved by Health Canada. All company personnel are required to comply with industry standard COVID-19 prevention protocols while on set or in company facilities.

The Director's Assistant will facilitate the daily requirements and expectations of the Employer; a Nipissing First Nation band member, artist, and filmmaker living with MS and long-term chronic fatigue. This position requires empathy and compatibility of personality, interest and experience in the arts, as well as a knowledge of historical and archival research. The Director's Assistant will be provided training in job-specific arts and film administration.

Qualifications and Education Requirements

Minimum qualifications for this position are one to two years of post-secondary education and one to three years of job-related experience or an equivalent combination of education and experience.

Primary Duties and Responsibilities

- *Attending meetings with Director/Lead Administrators and industry professionals (remote and in-house)*
- *Meeting minutes (remote and in-house)*
- *Assisting Director on-set during film productions*
- *Scheduling meetings and appointments*
- *Project-specific research*
- *Class G or equivalent driver's license to provide transportation to and from meetings, location scouting, film shoots, etc.*
- *Social media management*

Position Requirements

- *Seeking long-term employment*
- *Innovative and compassionate approach*
- *Strong spoken and written communication skills*
- *Interest in and dedication to the arts*
- *Willingness to train and become further specialized in film and arts administration*
- *Ability to work flexible hours*