

**Inside Out Toronto LGBT Film and Video Festival
Employment Opportunity:**

Assistant Facilitator, Legacy Video Project

In celebration of Inside Out's 20th Anniversary, the **Legacy Video Project** is a special edition of our Queer Youth Digital Video Project. This year we will choose 4 youth and 4 seniors who identify as LGBTTI2QQ to each make a short video (7 to 10 minutes each) for the Inside Out Toronto LGBT Film and Video Festival.

The Project provides a unique opportunity to learn video production on high definition camera equipment by professional artists and editors, in a queer positive, supportive environment. Participants are guided through a series of workshops by Inside Out and Charles Street Video that teach all aspects of video production - from script development to camera operation to editing and final post-production. The completed videos are premiered at the Inside Out Toronto LGBT Film and Video Festival in May.

DUTIES, RESPONSIBILITIES AND REPORTING:

- Provide support to the Legacy Video Project Lead Facilitator in preparation of workshop sessions
- Assist the Lead Facilitator in developing workshop content
- Contribute to the training of the various Legacy Video Project participants
- Provide one-on-one support to the Legacy Video Project participants as needed
- Provide administrative support for the Project as directed by the Lead Facilitator
- Provide planning notes and documents from workshop material/curriculum for video project resource binder at the conclusion of the contract
- Prepare a final report at the conclusion of the contract
- You will report to the Workshop Facilitator and the Manager of Operations.

APPLICATION REQUIREMENTS:

- Experience in pre-production and post-production of video and/or film
- Experience working in workshops and teaching environments
- Experience working within an anti-oppressive framework
- Outstanding organizational skills
- Experience in a leadership role
- Experience in working with youth and/or seniors
- Excellent presentation, verbal and written communication skills
- Ability to work in a team environment

ASSETS:

- Experience working with high definition camera equipment
- Knowledge of Final Cut Pro

Term of Contract:

Contract commences December 2009 and will continue to June 2010. Work schedule is part-time with workshops taking place on weekends and occasional evening meetings.

Outside of the workshops, time will be allotted for planning and support to be determined at the beginning of the contract.

Compensation: \$2,500 for the term of the contract.

Deadline for applications: Monday November 23, 2009

Interested candidates should apply with a cover letter and resume to:

Inside Out

Attn: Legacy Video Project, Assistant Facilitator Position

219 - 401 Richmond Street West Toronto, ON M5V 3A8

Email to: inside@insideout.ca

Fax: 416.977.8025

Inside Out is an equal opportunity employer. We encourage individuals belonging to under represented communities to apply. No phone calls please. Only those selected for an interview will be contacted.