



Position: Reception [Part Time | Temporary]

The International Cinematographers Guild, Local 669 is looking for an individual who is excellent at multitasking, has strong time management skills and is an excellent team player to fill the part-time role of Reception.

Duties include answering the general office phone and email, filing, updating the database, keeping record of correspondence, maintaining a positive relationship with members, visitors, and callers to the office, and other general office tasks.

The successful candidate will work to support all office staff and will be proficient in Microsoft Word and Excel, Acrobat PDF, and the Mac computer system.

Hours: Monday and Tuesday, 9 am to 5 pm (16 hours per week)

Anticipated Start Date: June 1, 2018

Length of Employment: 6 months, with possibility of becoming permanent and/or full-time

Location: Burnaby, BC

Remuneration: \$25.84 per hour + 10% in lieu of benefits

If you are interested in applying for this position, please email your cover letter and resume to camera@ia669.com with “Application for Reception Position” as the subject line. **Deadline for applications is May 15, 2018 at 5 pm.**

About Us:

Established in 1990 with 145 members, the International Cinematographers Guild, Local 669 of the International Alliance of Theatrical Stage Employees and Moving Pictures, has grown to represent over 900 Camerapersons, Digital Imaging Technicians, Video Assists, UAV Drone Aerial Camerapersons, Stills Photographers and Publicists across Western Canada.

ICG 669 is proud to represent skilled and talented individuals, including award-winning and internationally recognized photographers and cinematographers, working in the film and television industry. For more information visit: www.ia669.com.