



Reception/Membership Services Assistant
[Full Time | Permanent]

The International Cinematographers Guild, Local 669 is looking for an individual who is excellent at multitasking, has strong time management and communication skills, and is a team player to fill the position of **Reception/Membership Services Assistant**.

The successful candidate will be proficient in Microsoft Word and Excel, Adobe Acrobat, and the Mac operating system. Experience with Filemaker and familiarity with the film industry would be an asset.

Hours: Monday to Friday, 9 am to 5 pm

Anticipated Start Date: April 15, 2019

Location: Burnaby, BC

Remuneration: \$25.84 per hour, 40 hours per week

If you are interested in applying for this position, please email your cover letter and resume to camera@ia669.com with “Application for Reception/Membership Services Assistant” as the subject line.

Deadline for applications is March 29th 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.



JOB DESCRIPTION

Reception Duties

- Greet members pleasantly and professionally
- Politely elicit reasons for the visit, directing people courteously to appropriate personnel, offering beverages, and providing general information about the guild
- Check the general email account, reply and/or distribute emails as needed
- Answer phone and email inquiries or forward questions to appropriate staff
- Mail pick up and drop off at post box
- Book/cancel hotels, flights, vehicle rentals as needed
- Process payments and post to database
- Assist with finding payment receipts for the company and Business Agent credit cards
- Ensure deal memos, time sheets, and call sheets are filed for all productions
- Retrieve quotes for office equipment, supplies, and other pertinent services
- Process mail outs and arrange courier as needed

Membership Services Duties

- Schedule meetings (phone and in-person) with potential members to discuss membership requirements and categories, as well as current members regarding upgrades and membership status
- Meet with new members to complete introduction and paperwork
- Review and process new applications
- Ensure membership paperwork is complete and forward to appropriate departments
- Process and monitor financial payments
- Contact members in arrears
- Communicate with IATSE International regarding current union information, status changes, supplies, and other relevant information
- Maintain accurate member files, both electronic and hard copies
- Assist with recruitment efforts, including attending career fairs and/or panels throughout Metro Vancouver
- Assist Membership Services/Trainee Coordinator with tasks, as assigned