

# SAW Video Media Art Centre

## Canada Summer Jobs Employment Opportunity

### Technical Assistant

SAW Video is seeking an enthusiastic individual to join our centre this summer as a Technical Assistant. The Technical Assistant will shadow and aid our Technical Department throughout on going technical support services on offer at SAW Video. The Technical Assistant will be responsible for aiding with members services, equipment bookings, equipment/suite maintenance, technical demonstrations and administrative tasks related to rental. The Technical Assistant will be involved with the implementation of a new equipment database and any corresponding data entry and maintenance. The Technical Assistant will also aid in the final stages of development of SAW Video's audio suite and audio facilities.

As determined by Canada Summer Jobs the applicants MUST meet the following criteria:

- Be between 15 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations.

Eligible applicants will also be or have:

- Based in the Ottawa/Gatineau area;
- Familiar with photo, video and audio production equipment. On set technical experience is considered a strong asset;
- Familiar with digital video editing. Experience with Adobe Creative Cloud softwares and Davinci Resolve is considered a strong asset;
- Experience in customer service;
- Organized and detail oriented;
- Able to work independently;
- An ability to speak French is considered a strong asset.

Employment Duration: 8 weeks

Anticipated Start Date: June 10<sup>th</sup>, 2019

Hours of work: 30 hours per week, 11:00am to 5:00pm, Monday to Friday

Salary: \$15.00 / hr

SAW Video strongly encourages women interested and experienced in STEAM (Science, Technology, Engineering, Arts and Mathematics) to apply for this position.

To apply, please submit a PDF of your cover letter and CV by email to Jenna Spencer, Operations Manager, [operations@sawvideo.com](mailto:operations@sawvideo.com) by **May 27th, 2019**.

