

GENDER EQUITY IN MEDIA SOCIETY

Organization:

Gender Equity in Media Society Vancouver

Deadline:

Sep. 20, 2024

Organization Description:

Gender Equity in Media Society Vancouver (GEMS) is a member-based organization committed to furthering gender equity in film and television. Previously named Women in Film and Television Vancouver (WIFTV), GEMS incorporated in 1989 as a not-for-profit society registered in British Columbia. By addressing systemic barriers, GEMS works towards supporting more inclusive, representative media. Our offices are located on the unceded traditional and ancestral homelands of the Musqueam, Squamish, and Tsleil-Waututh Nations.

By addressing systemic barriers, we believe we are also working towards more inclusive, representative media. We approach our mission by:

- Advocating and organizing for equity in funding, employment, and promotional opportunities for all women and gender diverse people in the film and TV industry
- Providing low-barrier, accessible programming, including mentorship and educational events to increase women and gender diverse participation in screen-based media
- Producing the annual Gender Equity in Media Festival that champions women and gender diverse creators

Website: gemsvancouver.org

Job Description:

GEMS is searching for an experienced Project Manager to oversee the implementation of an 18-month Capacity Building & Strategic Planning project. Hybrid Role - candidates must be based in the Greater Vancouver area. Fixed-term 18-month contract from October 2nd 2024 until March 31st 2026, without the possibility of extension or renewal.

Our ideal candidate demonstrates:

- Core values that align with our mission and principles of equity, diversity, inclusion, and accessibility in screen-based industries
- Ability to take initiative, be creative, work well independently and in a team
- Excellent project management skills and experience prioritizing and balancing multiple tasks
- A demonstrated ability to work respectfully with marginalized community members
- Excellent written and verbal communication skills
- Proficiency in Zoom, Google Workspace, Slack, project management software, digital file sharing and storage platforms, scanning documents

Remuneration:

The annual salary is based on a 28 hr/week time commitment between Monday and Thursday. The selected candidate will be responsible for tracking and justifying their hours and ensuring they keep a detailed record of how these are allocated.

This is a fixed-term contract (October 2nd 2024 to March 31st 2026) with a salary of \$60,000 per annum, paid in instalments twice per month. Payroll deductions will be made, and after the first month the employee may opt-in to the group health benefits plan.

Reporting:

- Reports to the Executive Director and Board of Directors

Please note: The right candidate demonstrates progressive values that align with the organization's views on gender equity and understands that the primary goal of the organization is to serve those seeking equity on the basis of gender (such as but not limited to: cis women, trans women, trans men, gender diverse, non-binary, 2-spirit). While we encourage anyone who wishes to learn more to do so, we expect candidates to have a basic understanding of gender equity.

Responsibilities:

- Keeping track of the project timeline
- Ensuring project deliverables are drafted and approved on time
- Managing the project budget
- Ensuring project payments are made on time
- Tracking invoices and expenses
- Scheduling project participants for meetings and events
- Ensuring clear and timely communication with project participants, stakeholders, contractors and support staff
- Supporting the Executive Director in hiring project staff and contractors as needed
- Maintaining an up-to-date calendar of project-related meetings and events

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gemsvancouver.org | operations@gemsvancouver.org

- Answering e-mails and phone calls regarding the project in a timely manner
- Supporting with project-related administrative tasks including scanning documents, maintaining Google Drive in order
- Keeping detailed project records and preparing project reports
- Liaising with GEMS staff and Board to ensure project needs are met
- Keeping close contact with GEMS staff and Board regarding the project, including attending weekly staff meetings and monthly Board meetings
- Any other duties related to the project and its needs as instructed.

Qualifications:

- 2+ years of experience in project management
- Demonstrated experience managing a budget and tracking expenditures
- Knowledge of the Canadian Non-Profit sector is valued
- Knowledge of arts administration is especially valued
- Experience working with marginalized and equity-seeking communities is highly valued.

How to Apply:

To apply, please send an email to jobs@gemsvancouver.org with your resume and cover letter. Please note that applications without cover letters are not likely to be considered, as we have a large volume of applications.

If you have an accessibility need and would like to submit an application in a different format, please email operations@gemsvancouver.org ahead of the position closing to inquire about accommodations.

Our work is primarily from home, with occasional in-person requirements. Candidates should be able to commute to Downtown Vancouver.

We encourage applications from all candidates, regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, or any other characteristic. All applicants will be duly considered based on their qualifications and experience.

We thank everyone for their application and ask for understanding that only those shortlisted for an interview will be contacted.

Contact Name: Anaisa Visser

Contact Email: jobs@gemsvancouver.org