



## Work at Spectrum Productions!

### Student Job Opportunity – Summer 2018



**\*\*\* Please note that preference will be given to individuals on the autism spectrum. \*\*\***

#### **Positions:**

- Assistant Camp Manager – 11 weeks (from June 4 to Aug 17)
- Production Coordinator – 8 weeks (from June 11-17 and July 2-Aug 17)

**Location:** Film studio in Montreal, Québec

**Description of Host Organization:** We are a non-profit community-based organization that provides opportunities to youth on the autism spectrum in media production. We are committed to providing quality experiences with film and media production to our participants through easy access to tools, equipment and guidance needed to make personal and collaborative media projects.

Our Programs are designed to encourage and support the social, creative and vocational well-being of the youth we support. We believe that self-expression through media is a unique and accessible way to share interests, develop passions, and foster social networks. You may find out more on our website: <http://productionsspectrum.com/en/>

#### **Position Description:**

Our summer video camps run for a total of 9 weeks, from June 18 to August 17. There are 3 camp sessions that run for 2 weeks each and an Advanced Camp, which runs for 3 weeks. Two types of managing positions are available, an 11-week position as Assistant Camp Manager and an 8-week position as Production Coordinator, which both entail a pre-camp preparation. Both positions include a week of training. *\*Please note there are two alternative positions available for camp counselor and technical facilitator, listed on a separate job posting.*

#### **Position Responsibilities (all):**

- Managing a team of 8 counsellors and technical facilitators;
- Leading daily staff meetings and identifying/delegating daily tasks;
- Helping participants create and edit their own short films and media projects;
- Ensuring participant engagement and safety during all activities;
- Supporting technical tasks and daily maintenance of studio;
- Specific to Assistant Camp Manager:
  - Pre-camp: organize studio materials (costumes, arts and crafts, forms, templates, student folders); support studio daily activities and participants before camp begins; participate in a week-long training with other summer staff, learning basic technical skills, such as using camera, sound device and editing software;
  - During camp: coordinate pick-up and drop-off of participants; take attendance; lead daily recreational group activities (games, park time, script rehearsals, etc.) and keep track of participants at all times;
- Specific to Production Coordinator:
  - Pre-camp: organize file structure and media resources on computer stations; organize equipment and green screen studio; support daily activities and

participants before camp begins; learn in-house production workflow and best practices; improve workflow aspects if necessary; participate in a week-long training with other summer staff;

- During camp: create and maintain a detailed list of participant video projects; create production schedule and assign teams for participant projects, especially important during Advanced Camp; supervise technical facilitators and delegate tasks pertaining to shooting and editing; teach/reinforce best practices pertaining to shooting, file transfer, file syncing, file organization, editing, and exports; make sure all projects and footage are saved and organized before the end of the day;
- Post-camp: update list of projects and evaluate stage of editing as well as additional post-production needs for each project; assign projects for editing to the technical facilitators and other staff; organize and backup all projects;

#### **Candidate Profile/Requirements:**

- 30 years of age or younger at the time of employment;
- Full-time student status Spring 2018 and intending to return to full-time studies in Fall 2018;
- Strong organizational skills and ability to identify/delegate tasks;
- Strong interpersonal communication skills and respect for others;
- Positive demeanor and openness;
- Experience working in a group-environment highly recommended;
- Bilingualism highly recommended.

#### **Additional requirements – Production Coordinator:**

- Knowledge and confidence in filmmaking, including using a DSLR camera, a sound recorder, and video editing software; animation techniques a big plus;
- Extensive software knowledge of Adobe Premier Pro, AfterEffects and Photoshop highly recommended, and extra points for Harmony Essentials, Dragonframe, Audition, and Illustrator;
- Ability to assess the technical feasibility and needs of a film project;
- Ability to guide others and teach skills pertaining to the filmmaking process.

#### **Bonus Attributes:**

- Interest and/or experience with youth on the autism spectrum;
- Experience with green screen shooting and special effects;
- Experience in animation (2D, 3D, stop-motion, etc.);

**\*\*\* Please note that preference will be given to candidates on the autism spectrum who wish to gain work experience \*\*\***

**\*\*\* You may be eligible to receive university credit for your work at Spectrum Productions – please verify with your department. \*\*\***

**Hours:** 30 hours/week, 9.30 am – 4.30 pm.

**Remuneration:** \$15/hour

**How to Apply:** Are you the super dedicated, talented, and freakin' magical individual we are looking for? We sure hope so, and can't wait to meet you! If you are interested in working with Spectrum Productions this summer, please email us at [info@productionsspectrum.com](mailto:info@productionsspectrum.com) with your CV and a brief letter of interest. Please address the letter to Dan and remember to include information your experience with filmmaking!

**Application Deadlines:** Please send in your letter of interest by **April 30, 2018**, but the earlier the better.

For inspiration, please check out some of our favorite short films from past years here:

[Michael Sings Whatever He Wants](#)

[Music Through the Mouth](#)

[Sunset](#)

[The Kenners 3: Stars in Heaven](#)

[The Grinch Who Stole Disney](#)

[The Man Behind the Hat](#)

[Galactic Justice](#)

[2015 DVD ad!!](#)



Spectrum Productions  
5445 Gaspé Ave, Montreal, QC H2T 3B3  
(514) 448-1644

