

Class No.:	
Original Date:	October 2013
Revision Date:	Minor changes September 2022
Pay Group:	16

CLASS SPECIFICATION

ASSISTANT TO THE DIRECTOR – FILM CENTRE & INCLUSIVE COMMUNITY PROJECTS

NATURE AND SCOPE OF WORK

This is senior administrative work in support of a director and the functioning of the director's office, and the Indigenous Digital Accelerator other Inclusive Community Project; at times of a confidential and sensitive nature. An incumbent in this position is primarily responsible for assisting the director in organizing the day-to-day operation of the office and for exercising considerable initiative and judgment in supporting and assisting with the activities, which fall under the director's portfolio. Duties include facilitating communication and arrangements between the director's office and internal and external contacts, preparing and producing a wide variety of material, providing support for committees, arranging special events, coordinating with Rental Works for graduate projects, identifying issues for administrative action and maintaining the director's schedule. This position takes direction from and reports to the Director.

ILLUSTRATIVE EXAMPLES OF DUTIES

- Supports and assists with activities, which fall under the jurisdiction of the director, including gathering and assembling information for developing, maintaining, and monitoring required systems and procedures, such as operating budgets for cost centres.
- Facilitates communication and arrangements between the director's office and both internal and external contacts with tact, sensitivity and judgement as required including faculty, staff, students; ministry and municipal officials; other colleges and universities, industry contacts, and community/business organizations.
- Organizes with the Rental Works system for graduate projects
- Liaises with studios to coordinate film and documentary screenings, film industry events and film industry training sessions.
- Liaises with, and helps organize student volunteers for film industry events,

- Identifies and gathers information regarding issues requiring administrative action with considerable judgement and initiative, including determining whether an issue needs to be escalated to the Director or another administrator or can be handled by the Assistant.
- Provides support for internal/external committees by initiating agendas, scheduling meetings, preparing, and circulating minutes, acting on tasks within this class specification, monitoring other action items.
- Provides backup for in person and telephone reception when required. Sorts and distributes mail; provides information as appropriate; sorts, screens, directs/redirects, and handles, as appropriate, e-mail, telephone enquiries and voice mail, at the discretion and direction of the Director.
- Sets up and maintains a variety of departmental records including files and lists; prepares reports/documentation on same.
- Prepares director's daily schedule including travel and accommodation requirements; schedules appointments and meetings; maintains a bring forward system of background/meeting related information for the director.
- Prepares a variety of material from general instructions including letters, correspondence, proposals, reports, notices, flyers newsletters, master lists, spreadsheets and budgets; drafts correspondence for signature.
- Provides information to staff and faculty regarding office and University policies, procedures and timelines
- Manages social media and web updates as they pertain to Bosa Centre websites.
- Liaises with Bosa/SMPA alumni.
- Coordinates the applications for Telefilm Talent to Watch fund.
- Orders office supplies and equipment for the Director's office; may have limited signing authority for office supplies.
- Arranges special events including receptions, conferences, visits by officials and delegations and social events. This includes arranging catering, hotel/meeting room arrangements and gifts.
- Conducts tours of the Bosa facility for a variety of groups and potential students.
- Develops and manages a variety of support systems to SMPA students and Alumni such as City of Vancouver locations permits, extraordinary rentals (set dec, props, locations, porta potties, etc), production insurance, petty cash, etc.

- Research and support writing of fundraising proposals for Inclusive Community Projects such as the Indigenous Digital Accelerator.
- Support revenue generating efforts for Bosa space rentals and backdrop rentals.
- This position would be required to use a university vehicle to pick up supplies both on campus and off campus.
- May be required to take training and act in the capacity of a floor warden as part of the College's Emergency Preparedness Plan (Fire, W.H.M.I.S, Earthquake).
- Performs duties related to the qualifications and requirements of the position.

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Thorough knowledge of university and departmental policy, rules, regulations, procedures and functions.
- Thorough knowledge of business English, spelling, punctuation, and arithmetic.
- Thorough knowledge of word processing, spreadsheet software and database applications.
- Considerable knowledge of modern office practices and procedures.
- Considerable knowledge of program content and flow in the department.
- Considerable knowledge of the Internet, the University web site and web site design software, Ability to form working relationship with the Capilano University Marketing Department to update SMPA webpages.
- Considerable knowledge of social media tools and applications.
- Working knowledge of bookkeeping.
- Working knowledge of Banner or another automated student records system.
- Working knowledge of data base systems and willingness to learn data base programs such as Rental Works.
- Strong working knowledge of the BC Film Industry and its stakeholders
- Knowledge of Bosa Theatre specifications and backdrop rentals

- Knowledge of Indigenous businesses and the developmental needs of the Indigenous community for digital technology and business expansion.
- Ability to draft correspondence, reports, and memoranda from general instructions, appropriate to the intended audience and sensitivities of a situation, and with correct emphasis and tone.
- Ability to establish and maintain effective working relationships with other employees, students, community groups, officials, and the public.
- Ability to exercise tact, diplomacy discretion and sensitivity when dealing with other employees, students, community groups, multi-cultural groups and the general public.
- Ability to act with cross-cultural sensitivity, particularly with Indigenous populations for work with the Indigenous Digital Accelerator.
- Ability to maintain confidentiality.
- Ability to understand the context of issues to exercise initiative and judgment regarding action required.
- Ability to multitask and apply organization skills to meet deadlines.
- Ability to understand and follow complex oral and written instructions, and communicate information effectively, both orally and in writing.
- Ability to adapt to changing situations and reprioritize tasks smoothly.
- Ability to act with some independence of judgment with minimal supervision.
- Ability to answer questions regarding university and area policy and procedure, and collective agreements up to a defined level on behalf of the administrator.
- Ability to record and transcribe a variety of material accurately and quickly.
- Ability to establish and maintain office administrative procedures.
- Research skills in relation to fundraising.
- Skill in keyboarding at 50 wpm.

REQUIRED TRAINING AND EXPERIENCE

- Completion of two years (approximately 60 credits) of post-secondary education comparable to the Diploma in Business Administration or an Associate Degree offered at Capilano University.
- Three years of directly related administrative support experience, including experience with the film industry and inventory systems.

REQUIRED LICENCES, CERTIFICATES & REGISTRATIONS

- Driver's License