



Toronto Outdoor Picture Show - Audio-Visual Production Associate Summer 2024

Toronto Outdoor Picture Show (TOPS) is a local charitable organization dedicated to sharing high quality, diverse, and accessible outdoor cinema with Toronto communities. A registered charitable organization, TOPS stems from the long-standing Christie Pits Film Festival, Toronto's largest public outdoor film festival and TOPS' signature series, founded in 2011. TOPS presents barrier-free programming in numerous public outdoor spaces across the greater Toronto area each summer.

TOPS invites qualified candidates to join the organization as a **A/V Production Associate (contract position)** for its summer season.

Please note:

- This is an in-person position, taking place onsite at outdoor venues across the GTA. As such, there may be risk of Covid-19 (or other virus) contraction from engagement with colleagues and members of the public. There will be limited time spent indoors, and the employee should come prepared to be physically active in the outdoor elements (sun, heat, rain), and to respect health & safety plans and protocols that will be communicated to all staff before their first shift.
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A/V Production Associate - Description:

Toronto Outdoor Picture Show is looking for dynamic and enthusiastic people to join its A/V production team, helping to execute in-person, outdoor, cultural events for the local community. Ideal candidates for this role would combine technical skills, attention to detail, and the ability to work with a team with a desire to provide our audiences with the best film viewing experience possible. This role will report to the A/V Production Manager (or in their absence, to the A/V Production Supervisor on duty) in their onsite role, and employees will be expected to work collaboratively with and support each other, and to act as a professional representative of TOPS when they engage with members of the public.

Responsibilities will include, but may not be limited to:

- Assist in the transportation of equipment to and from venues
- Assist with loading and unloading of audio-visual equipment
- Assess unique outdoor locations to determine best practices for large-scale audio-visual set-up
- Mitigate environmental factors impacting presentations
- Set-up, networking, and calibration of audio-visual equipment, including large inflatable film screen, generators, speakers and speaker stands, mixing boards, projectors, media players, and computers
- Pre-screen audio-visual files and apply the correct settings for the best possible presentation, including applying open captioning settings for Deaf and hard of hearing audiences, and syncing pre-recorded audio description tracks for relevant programming;
- Assist in the projection of audio-visual content
- Lift and carry heavy equipment, using proper lifting techniques
- Work as part of a small team, supporting your colleagues in their work



- Engaging with the public in a professional and courteous way
- Supervise the A/V and FOH equipment, or event site, to ensure no theft or vandalism that could be prevented
- General event production, as directed by management
- Maintenance and cleaning of audio-visual equipment, as directed
- Driving a company vehicle, if qualified and as requested by the A/V Supervisor on Duty
- Act as a representative of TOPS in demonstrating community care for all individuals who share in the use of outdoor event spaces

Job Qualifications:

- Should be able to comfortably lift and carry 75 lbs unassisted
- Must be able to work a physically demanding role outdoors in the summer weather, which will occasionally include temperatures over 30 degrees
- Experience working on the production of technical elements of events, preferred
- Strong communication skills, and demonstrated team player
- Ability to work collaboratively and take initiative under pressure during heightened situations that may arise
- Keen eye for detail and excellent work ethic
- Experience with outdoor event setups and operations, an asset (not required)
- Experience in the areas of film projection or production, an asset
- Video editing experience, an asset
- Experience working with the public and vulnerable communities, an asset
- First aid training or certification, an asset
- Related post-secondary education, an asset
- A valid Ontario G class driver's license with clean driving record, an asset (license not mandatory job qualification)
- As this role is partially subsidized by federal and provincial summer employment grants (Canada Summer Jobs and Ontario Summer Experience Program), candidates that qualify for one or more of these programmes will be prioritized. Qualifying questions for these criteria are included in the application form (see How to Apply at the end of this job posting).
- Must have appropriate protective footwear for a production role

TOPS festival dates & times:

Events take place at minimum four locations, in the late afternoons and evenings. The employee must have a safe and dependable travel plan to arrive at and return home from these locations.

- Fort York National Historic Site (250 Fort York Blvd)
- Christie Pits Park (750 Bloor St W)
- Corktown Common (155 Bayview Ave)
- Bell Manor Park (1 Bayside Ln, Etobicoke)
- Other locations within the GTA

The employee should be available for all or most scheduled event and training dates, which will be communicated to the employee with sufficient notice, between mid-June and the end of August. **For this role, A/V training takes place from June 3-7 & 10-12, 2024**, and attendance is compulsory for new staff.



The majority of events take place on Sundays, Wednesdays and Thursdays (as well as June 18-25 consecutively and August 15-18 consecutively), and broad availability on evenings, weeknights and weekends is imperative for summer employment. **Notable date conflicts from June - August must be communicated in your application.**

Terms of this employment:

- **Contract Term: approximately early June 3, 2024 – August 30, 2024** (exact dates and shifts TBD)
- Ability to work on all or most event dates, and all training, setup and tear-down dates, within the hours of approximately 4pm and 1am (some daytime commitment is required on training and tear-down dates). Notable commitments or conflicts should be noted in the application form.
- Ability to work long work days (some days may be up to 10 hours, with breaks) and have a reasonably flexible schedule.
- The **hourly rate of pay is \$22.00**. 4% vacation pay and statutory vacation pay will also be provided. The position will be paid bi-weekly through direct deposit.
- Positions that are partially funded by an employment subsidy programme may require the employee to submit eligibility documents to TOPS, including, as applicable, age, citizenship or PR status, student enrollment, and other demographic information.

Work atmosphere:

- The employee will work primarily as part of a team, in close communication with their supervisor, and independently as directed.
- The employee will use their personal phone for work communication onsite and between events. Please note that TOPS does not have an office space or production office, and production equipment is stored in remote facilities.
- The employee will write a brief post-mortem report at the conclusion of their employment, as part of their work hours.
- TOPS is committed to fostering a welcoming, comfortable, inclusive, and accessible environment where employees feel supported, respected, and valued as important parts of the small team. We welcome and encourage applicants from equity-seeking groups, including but not limited to Black, Indigenous and other People of Colour, LGBTQ+ persons and women applying to roles in male-dominated environments.

How to apply:

- **Applicants must apply through the [TOPS employment application form linked here](#), appending their cover letter and resume to the form.** If you were referred to this posting, please indicate your contact's name in your cover letter.
- Applications will be accepted until **May 10, 2024**. Please note that the vacancy may be filled before that date, therefore interested candidates are encouraged to apply before the deadline.
- For more information about Toronto Outdoor Picture Show, please visit TOpictureshow.com. Only candidates selected for an interview will be contacted.