

ART / SET DEC PRODUCTION ASSISTANT for HOME TOWN TAKEOVER

MUST LIVE IN PORT ALBERNI

Port Alberni, Non-union, term contract, summer employment
Starting at \$18.25/hr (\$255.50/day based on 12 hours), negotiable based on experience
June 24th - August 28, 2026

Responsibilities:

- To provide general assistance to the art department and film crew
- Assisting with moving furniture and set decorating items
- Assisting with set dec tasks like hanging shelves, curtains, pictures
- Driving and running errands, purchasing supplies, organizing items
- Keeping track of petty cash receipts, stocking snacks/drinks for the crew
- Helping keep the office, filming location and production vehicles tidy
- Assisting with lunches, recycling, garbage

Requirements:

- Eager to lend a helping hand, able to do physical labour
- Can build furniture (think Ikea), and simple handy tasks
- Port Alberni based, has lived in the BC for at least one year
- Canadian Citizen or Permanent Resident
- Has a valid driver's license and a clean driving record, and a cell phone
- Excellent communication skills, written and spoken English
- Willingness to learn and positive attitude, able to handle multiple changing priorities
- Energetic, outgoing, enjoys helping out with a variety of tasks

Beneficial Skills / Background / Assets (not required, any are a plus!):

- Worked in, and/or Studied, film and television, or design
- Have an interest in art or interior design
- Completed the BC Film Orientation course
- Have a vehicle and a laptop
- Have First aid training
- Have construction skills

Diversity Initiative:

- We encourage persons to apply who identify as a member of a historically underrepresented group in documentary television, including but not limited to: Indigenous, Métis, Visible Minority, LGBTQ2S

How to apply:

Send your resume in PDF form to: vancouverislandprod@gmail.com

Include **PORT ALBERNI ART / SET DEC PA** - in the subject line of your email

Include a few words about yourself in the body of the email or in a cover letter

Only candidates selected for an interview will be contacted