

ASSISTANT PRODUCTION COORDINATOR - for HOME TOWN TAKEOVER

MUST LIVE IN PORT ALBERNI

Port Alberni, Non-union, term contract, summer employment
Starting at \$20/hr (\$280/day based on 12 hours), negotiable based on experience
June 29 - August 28, 2026

Responsibilities:

- Assisting the Production Manager with all tracking documents
- Booking travel, including flights, hotels, vehicles
- Assisting with Equipment orders, returns, shipments
- Keeping track of petty cash receipts
- Scanning and filing releases
- Petty Cash reconciliations
- Stocking crafty for the office
- Helping keep the office and production vehicles tidy
- Assisting with lunches, recycling, garbage

Requirements:

- 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
- Comfortable with Google drive, Google sheets, Google docs, and email
- Willingness to learn and positive attitude
- Able to handle multiple changing priorities, diligent, resourceful, and attentive to details

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

- Worked in, and/or Studied, film and television and/or office admin experience
- Experience booking travel, or event coordination, or coordination experience of any kind
- Having a vehicle and laptop
- Office assistant or administration experience

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 ASSISTANT COORDINATOR** - 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