

LET'S TALK SCIENCE POSITION POSTING

Position Title: Video Editing Summer Programming Assistant
Position Status: 37.5 hours/week for 16 weeks
Pay Rate: \$17.00/hour
Closing Date: March 15, 2023

THE OPPORTUNITY

Let's Talk Science is an award-winning, national charitable organization focused on education and outreach to support youth development. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity. We are committed to employment equity, building a diverse workforce and accessibility for all employees and program participants. Through the creation and delivery of unique learning programs and services that engage children, youth and educators in science, technology, engineering and math (STEM), staff and volunteers support learning and skill development. Committed to inspiring and empowering youth in Canada to develop the skills they need to participate and thrive in an ever-changing world, Let's Talk Science offers programs, resources and services that motivate all ages to fulfill their potential and prepare them for future careers and roles as citizens. For close to three decades Let's Talk Science has excited and inspired children, youth, educators and volunteers in STEM, surpassing 13.8 million interactions.

We invite you to visit our website letstalkscience.ca to learn more about our organization including our historical and ongoing commitment to equity, diversity, inclusion and accessibility (EDIA) (<https://letstalkscience.ca/about-us/equity>). We also ask that you consider completing a brief questionnaire to help us build and measure our efforts to attract members of Equity Deserving communities to employment with Let's Talk Science at <https://questionpro.ca/t/AB3unpnZB3uwj1>.

This position can work remotely from anywhere in Canada. The incumbent of this position will report to a designated member of the National Youth and Volunteer Experience team. In addition, this position will work closely with the other program delivery staff on projects relating to these areas of the organization.

Responsibilities

- Work with Let's Talk Science Outreach Program staff and volunteers to prepare logistics, develop and deliver science outreach activities online and in-person
- Develop, prepare and deliver new STEM-based hands-on activities for community groups (online and in-person)
- Meeting with the project lead to determine production vision.
- Reviewing raw material to determine the shot list.
- Manipulating film and video footage using modern editing techniques.
- Trimming footage and putting together the rough project.
- Inserting dialog, sound effects, music, graphics, and special effects.
- Ensuring the project follows a logical sequence.
- Consulting with the project team and other summer team members throughout the project.
- Creating the final cut for distribution
- Assist with related administrative clerical duties
- Other duties as requested/required within the scope of the position

Requirements/Qualifications

- Bachelor's degree in film studies, cinematography, or related field.
- Previous work experience as a video editor.
- Hands-on experience with editing software, including Adobe After Effects, Final Cut Pro X, Avid Media Composer, Lightworks, and Premier.
- Creative and artistic skills.
- Bilingual (English and French) required for some positions/locations and considered an asset for others
- Experience developing, leading and delivering science outreach activities, preferably with Let's Talk Science; experience with delivering online presentations and/or outreach strongly desired
- Experience working with kids across a broad age range, particularly between the ages of 8 and 18

(Gr. 3-12)

- Working knowledge of Microsoft Office, videoconferencing applications, and video creation/editing software
- Demonstrated Internet research skills and ability to learn new software
- Naturally organized, self-starter with a systems thinking orientation and strong project coordination skills
- Interest in working in the non-profit sector, science outreach and/or education
- Ability to work some evening and weekend hours as required for community events that may occur later in the summer or occur virtually in other time zones
- Ability to lift and carry boxes, totes, display materials etc. that may weigh up to 22kg (50 lbs)
- Willingness to travel for up to a week at a time (travel expenses will be reimbursed)
- Works both independently and cooperatively in a team environment, while maintaining the flexibility to adapt to the changing circumstances and priorities of a dynamic and growing organization
- Strong interpersonal and communication skills, both written and verbal
- Ability to take initiative and problem solve
- Ensures professionalism, confidentiality, diplomacy and tact
- Experience mentoring volunteers preferred

Skills and Experience will Gain

- Computer, research, and data analysis skills, gained through refined Internet searches and use of survey analysis and video editing software
- Interpersonal skills, working in a team environment
- Communication, problem solving and organizational skills
- Experience working in a professional not-for-profit education environment

Let's Talk Science has a mandatory COVID-19 vaccination policy in place. Therefore, it is expected that the successful candidate will produce confirmation of vaccination or proof of a valid human rights exemption.

Interested candidates should submit their resume and cover letter quoting "Video Editing Summer Programming Assistant" by **11:59pm EDT on March 10, 2023** to:

Shawna Agathos

Manager, Human Resources

Let's Talk Science, 1510 Woodcock Street, London, ON N6H 1S5

EMAIL: hr@letstalkscience.ca (please submit all documents in one pdf file)

FAX: (519) 474-4085

Equity Statement

Let's Talk Science is committed to implementing the Calls to Action framed by the Truth and Reconciliation Commission. We acknowledge the shared lands we live and work on across Canada and that our national office is situated on the traditional territory of the Haudenosaunee, Wyandot and Anishinaabe.

Let's Talk Science values the diverse and intersectional identities of its stakeholders and staff. Let's Talk Science believes equity, diversity and inclusion strengthen the community and enhance excellence, innovation and creativity and is committed to accessibility for all employees. We are committed to employment equity and building a diverse workforce reflective of Canadian society that will enrich our work and learning environment. Let's Talk Science seeks applicants who embrace our values of equity, anti-racism and inclusion. As such, we encourage applications from candidates that have been historically disadvantaged and marginalized, including applications who identify as First Nations, Métis and/or Inuit/Inuk, Black, racialized, a person with a disability, women, and/or 2SLGBTQ+.

All qualified applicants are encouraged to apply; however, in accordance with Canadian immigration requirements, Canadian citizens and permanent residents will be given priority. We are committed to providing accommodation to those with a disability or medical necessity. If you require an accommodation in order to participate in the recruitment process, please notify us and we will work together on the accommodation request. We thank everyone for their expression of interest and are truly appreciative of the time individuals put into applying. However, with the limitations on time only those selected for an interview will be contacted.