



Writers Guild
of Canada

DIGITAL RESEARCHER/ORGANIZER

Location: Downtown Toronto

The **WRITERS GUILD OF CANADA**, the national association representing more than 2,000 professional screenwriters working in English-language film, television, radio, and digital media, is looking for a Digital Researcher/Organizer to work full-time on a one-year contract.

Reporting to the Executive Director, the Digital Researcher/Organizer will be responsible for the preparation and presentation of materials to the Executive Director and senior management particularly in the areas of digital media and animation, relating to organizing members of the writing community, strengthening the community of writers, and growing the Guild membership.

Main responsibilities include:

- Track and analyze policy issues affecting organizing initiatives especially in the fields of animation and digital
- Track and analyze developments in technology and media affecting organizing initiatives
- Field work/interaction with current and potential membership to develop organizing committees and leads

Qualified candidates will have three+ years' experience in a research position, along with a minimum four year University Degree. Applicants must have experience and a proven interest in new technologies, new forms of creative expression and social media; very strong writing and editing skills; exceptional organizational, interpersonal and communications skills; and experience with common office software programs such as Word, Excel, PowerPoint, etc. Must be able to work independently; set and meet tight deadlines in an environment of rapidly changing priorities; work with committees and industry groups; and represent the interests of the organization to external groups. A background in cultural industries and the film and television industry is preferred. Bilingualism is a definite asset.

This is a full-time one-year contract position. Salary range \$55,000 to \$60,000 dependent upon experience. An excellent benefits package is provided.

Interested candidates are asked to send a cover letter and resume with references by **March 12th, 2010** to:

Email: resume@wgc.ca

Fax: 416-979-9273

We thank applicants for their interest, but only candidates selected for an interview will be contacted – no phone calls please.