



charles street video

Short-Term Employment Opportunity

Assistant Equipment/Content Creation Coordinator

Charles Street Video

76 Geary Avenue

Toronto, ON

**Funding for this position was made possible through a
Government of Canada - Canada Summer Jobs grant.**

Charles Street Video (CSV) is a non-profit, membership-based artist centre located in downtown Toronto. Our mandate is to provide media artists with opportunities for production and to foster an environment for the advancement of media arts practices, experimentation, and the creation of community. CSV rents editing stations and production gear. We host resident artists, provide workshops and equipment orientations, and co-host many youth development projects, among other activities. Ours is a busy, active centre for making media artwork, however, you may conceive of it.

The person hired for this position will be interested in pursuing a career in the arts. The opportunity will provide the assistant with valuable experience and knowledge about the contemporary media arts community in Toronto, along with the skills needed to work in an artist-run centre, contacts to pursue an independent artistic career, and training on professional video equipment.

The employee will become familiar with professional video/digital cinema equipment and practice, as they will be assisting active media artists, so some contemporary media art training will be considered an asset. They will also be helping with the various administrative functions of a busy arts organization.

Duties:

The employee will assist with:

- testing and content creation for new website;
- professional video equipment booking, check-in, and check-out;
- equipment inventory organizing;

- technical support to diverse membership;
- updating equipment database and equipment repair reports;
- set up of media art exhibitions;
- the preparation of video and photos for uploading to CSV website and booking system;

Ideal Qualifications:

- all youth between the ages of 20 and 30-years-old who are Canadian citizens, permanent residents, or persons to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of their employment may apply; the program is not restricted to students.
- the candidate is pursuing studies in film/video/media production, arts administration, contemporary art, or related studies or has working experience within these fields;
- excellent organizational skills and attention to detail;
- excellent interpersonal skills;
- experience with invoicing and point-of-sale systems;
- familiarity with Photoshop.

Benefits:

- The successful applicant may attend Charles Street Video workshops at no charge. This is a professional development opportunity where students will acquire employable skills within the field of media art.
- Charles Street Video one-year membership.
- a 30% discount on equipment rentals while employed at CSV.

Charles Street Video is committed to equitable hiring practices. We encourage applications from all qualified individuals and specifically those from historically marginalized communities; we invite all to apply, including Black and Indigenous people, people of colour, disabled people, women, LGBTQ2S people, members of ethnic minorities, and immigrant newcomers.

Please go to the link below to submit your application:

[Submission link](#)

Application deadline: Monday, May 19, 2025 (midnight).

Pay Rate: \$19 per hour

Hours/week: 30 hours per week

Start Date: June 10, 2025 • End Date: August 26, 2025

