

Spidercam US – Administrative Coordinator – Intern

Ross Video is a world leader in High-Definition Video Production Equipment, designed and manufactured in Canada and sold world-wide. Our products are used by many in the global entertainment industry, including top broadcast networks like NBC, ABC, CBS and Fox in the USA, Rogers, CTV and the CBC in Canada and others around the world from Fiji to Finland and everywhere in between. We are # 1 in providing behind the scenes HD production gear used in Sports Stadiums including places where the NY Mets, LA Lakers, Pittsburgh Penguins and Buffalo Bills play. Our equipment was used extensively at the Vancouver 2010 and other Olympic games. Our systems are used by top acts including Beyoncé, Taylor Swift, Kenny Chesney, Springsteen and The Red Hot Chili Peppers to name a few. Top webcasters like Revision 3 and MLB.com use Ross. Our equipment is even used on the International Space Station. Join Ross and you will have a chance to work on advanced technology used by our clients in a wide variety of very cool ways!

The Spidercam team is looking for a coordinator to assist in a variety of administrative tasks to help with the workload and organization within the team.

This is a *remote* position to be performed on a part-time basis (approx. 16-20 hours/week).

Start Date: End of February

Length of Contract: 6 to 12 months

Who you report to: Project Manager – Spidercam

What the job is all about:

- Arranging travel to events for crew members; including flights, accommodations, rental cars, etc.
- Communicating with freelancers regarding availability and acquiring billing and/ or invoices
- Assisting the business with the organization and invoicing, receipt validation
- Being a point of communication with customers, crews, and team members
- Other general administrative tasks as needed

Who you are:

- Currently enrolled in a program at a postsecondary institution
- Strong written and oral communication skills and the ability to effectively collaborate with employees and team members.
- Strong-working knowledge of MS-Office package and general computer software
- Effective interpersonal skills with the ability to build trusted relationships.
- Organized and very detail oriented; ability to prioritize tasks.
- Possess a positive attitude and enjoy working in a fast-paced environment.

To apply:

Please forward resumes to recruitment@rossvideo.com with the Subject: **Spidercam - Indigenous Student Internship**