



## **EMPLOYMENT OPPORTUNITY**

Student Filming Location Coordinator  
April 28th, 2025, to August 29th, 2025  
Rate of Pay: \$17.50 per hour (35 hours/week)

The Township of Uxbridge is seeking a motivated student to assist in promoting our community as a premier filming destination. The Filming Location Coordinator will be responsible for documenting municipal facilities, parks, and key locations, supporting advertising efforts, and liaising with filmmakers to showcase Uxbridge's unique assets. This is an excellent opportunity for a student interested in film, media, and municipal planning to gain hands-on experience in location scouting and marketing.

### **DUTIES AND RESPONSIBILITIES**

- Photograph and document municipal properties, parks, and notable sites for promotional use.
- Maintain and update a database of potential filming locations.
- Assist in creating marketing materials to advertise Uxbridge as a filming destination.
- Respond to inquiries from filmmakers and assist in coordinating site visits.
- Support municipal staff in managing film permit applications and location agreements.
- Shadow Facilities staff to document all Township facilities, including essential infrastructure such as generators, accessibility features, and key amenities.
- Work closely with staff to ensure each facility is comprehensively documented, capturing all relevant details for film production and municipal records.
- Other duties as assigned.

### **EDUCATION, TECHNICAL SKILLS, AND CERTIFICATIONS**

- Current student enrolled in a relevant post-secondary program (e.g., film, media, communications, marketing, or business administration).
- Must possess a valid G license in good standing, and a Driver's Abstract may be required.
- It will be required to use your own vehicle, mileage will be provided.
- Strong photography and videography skills, with experience in digital content creation.
- Excellent communication and organizational skills.
- Ability to work independently and collaboratively with municipal staff.
- Knowledge of Uxbridge's local landmarks and community spaces is an asset.

Qualified and interested candidates should submit an electronic or hard copy resume and cover letter addressed to Nadine Messina, Contract & Project Administrator at

[nmessina@uxbridge.ca](mailto:nmessina@uxbridge.ca) or in the secure drop-box located outside the Township of Uxbridge Municipal Offices (51 Toronto St S, Uxbridge, ON, L9P 1T1) in a sealed envelope, no later than **February 27th, 2025 at 2:00pm.**

*We thank all applicants and advise that only those to be interviewed will be contacted. The Township is an Equal Opportunity Employer in accordance with the Accessibility for Ontarians with Disabilities Act, 2005 and the Ontario Human Rights Code (OHRC). The Township of Uxbridge will provide accommodations throughout the recruitment and selection and/or assessment process to applicants with disabilities and/or needs related to the OHRC. Personal information provided is collected under the authority of The Municipal Freedom of Information and Protection of Privacy Act.*