

Tundra North Tours
Inuvik, Northwest Territories
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SOCIAL MEDIA AND VIDEO PRODUCTION ASSISTANT – JOB DESCRIPTION

Tundra North Tours is an Inuvialuit and Gwich'in owned tour company located in Inuvik, NT. It is our mission to provide visitors from all over the world with an authentic experience of the unique atmosphere and culture of our home in Canada's North. Currently, Tundra North Tours is building Okpik Arctic Village located 16 km outside of Inuvik (accessible by ice road in winter or boat in summer). We are also preparing for multiple tour groups to join us this spring and summer.

This position is all about adaptability, organization, and being able to work in a dynamic environment - one day you might be filming a video at the Arctic Village and the next day you might be answering social media messages, planning posts or editing a video at the office.

Requirements

- Assisting with the planning and execution of social media posts for Facebook, Instagram and YouTube
- Assist with production and editing of photos and videos
- Respond to customer and social media inquiries as required
- Creating Instagram Reels and stories using a phone
- Being creative with content ideas
- Available to work weekends or holidays if necessary

Qualifications

- Attention to detail, organized, efficient, able to work by yourself and as a part of a team
- Experience in videography, video editing, photography an asset
- Ability to focus and work efficiently in a demanding, fast-paced environment
- Excellent interpersonal, communication skills both written and oral and ability to work with all levels of staff and management
- Strong copywriting skills that will be used for social media posts, email marketing, newsletters and other digital platforms
- Keeps up to date with current trends, media and technology

Assets

- Experience filming and video editing
- Experience in Adobe Lightroom, Photoshop
- Experience in marketing
- Experience working with Indigenous communities

Pay - \$18/hour