



### JAKE'S HOUSE EMPLOYMENT MENTORING PROGRAM

Jake's House Employment Mentoring is an innovative program that provides meaningful job opportunities to young adults on the autism spectrum. The program is funded by the Public Health Agency of Canada, and delivered in partnership with Specialisterne Canada, an organization that specializes in working with businesses to hire people on the autism spectrum and with other neurodivergence.

#### CLEARANCE TRACKER

**Company:** The Clearance Department

**Type of role:** Full-time, permanent

**Location:** Remote

**Deadline:** April 11<sup>th</sup>, 2021

#### About The Clearance Department:

The Clearance Department provides legal clearance services to film and television productions. Film clearance is the process of acquiring the required permission for all aspects of a film production. The necessary clearances can include sets, music, art, posters, products/brands, books, photographs, etc.

#### Here is what you will do:

- Assist with tracking information needed for clearance for various film and/or television production
- Review various email chains and input any status changes into the tracking spreadsheet
- Review scripts to determine the reasoning behind pending clearances
- Communicate with supervisor(s) by email to resolve discrepancies and issues
- Adjust, crop and upload various film production images into the tracking spreadsheet
- Once comfortable in the role, you may be given the opportunity to research how to obtain certain permissions for third party rights implicated in the film (optional)

#### In performing this role, you will:

- Use your strong organizational skills to effectively track information and update spreadsheets
- Apply a strong attention to detail and quality to ensure accuracy in all activities
- Be comfortable working independently to complete a series of consistent tasks in a timely manner
- Have an interest in learning about the film and television industry



### THE RECRUITMENT PROCESS

#### **Application**

The first step in the recruitment process is for interested candidates to apply for the role at JHEmployment.ca. This will involve completing an online questionnaire as well as submitting their resume. Applicants will be shortlisted for participation in the next step based on a review of each online questionnaire and assessing the likelihood of fit for the roles for which we are recruiting.

#### **Employment Discovery**

The next step in the recruitment process is an Employment Discovery Workshop. It is an opportunity to learn more about the role, our approach to hiring, and for us to get to know you – what motivates you, your interests and your skills. This will take place in a relaxed setting. More details will be communicated prior to the event.

#### **Employment and Mentoring**

Employment offers are made to the candidates with the best fit. Once accepted, the individuals will transition into their positions at the organization. Specialisterne provides transitional and ongoing individualized support and coaching. This ensure that each employee feels well prepared and comfortable to perform in their new position. An internal workplace mentor will provide additional support and tips to help navigate the workplace.

#### **To Apply**

Please read the role description carefully.

To apply for this opportunity, click [HERE](#) to be redirected to an online job application questionnaire.

If there are barriers to your ability to fill out this application form or if you'd like to provide feedback about the application process generally, please email us at [info@specialisterne.com](mailto:info@specialisterne.com).

Applications should be submitted in full no later than **April 11th, 2021**.

#### **FOR MORE INFORMATION**

Please direct any questions via email to [info@specialisterne.ca](mailto:info@specialisterne.ca).

For more information about the Jake's House, visit [www.jakeshouse.ca](http://www.jakeshouse.ca).

For more information about Specialisterne Canada, visit [www.specialisterne.ca](http://www.specialisterne.ca).

**We look forward to hearing from you!**