

ACTRA

ACTRA (Alliance of Canadian Cinema, Television and Radio Artists) is the national union of over 28,000 professional performers working in English-language recorded media in Canada, including TV, film, radio, and digital media. ACTRA's principal role is to negotiate, administer and enforce collective agreements to provide performers with equitable compensation as well as safe and reasonable working conditions.

ACTRA National is seeking a temporary full-time (one-year contract): Intermediate Developer

Position Scope:

Under the direction of the Manager, Information Technology & Digital Solutions (ITDS), the Intermediate Developer will work in collaboration with the ITDS team to ensure the efficient operation and highest standard of service.

Responsibilities:

Duties include but are not limited to:

- Membership System (AMS)
 - Development of standard and ad hoc reports as required.
 - Running of ACTRA processes, including but not limited to: tax receipts, member invoices and apprentice invoices.
 - Database maintenance.
 - Programming of change requests.
 - Porting of builds into production.
 - Ongoing Quality Assurance.
- All ACTRA Websites and Microsites
 - Internal maintenance.
 - Website backup.
 - Version upgrades.
 - Certificate management.
 - Installing plugins.
 - Enhance and support current features.
 - Develop new features and plugins.
 - Deployment of new builds.
 - Ongoing Quality Assurance.
 - Reporting.
- Other Enterprise Websites
 - Support and maintain current website.
 - New development such as new features and develop new website as required.
 - Website deployment.

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- Maintenance and support of other applications
 - RRM
 - AOS
 - UFS
 - ARTS
- Coordination of AMS help desk calls.
- Network administration as required.
- Conduct training sessions when requested.
- Document processes and procedures for systems and areas supported.
- Communicate project and task status and any issues to stakeholders.
- Other related duties and projects generally considered to be within the job category.

Qualifications:

- Bachelor's Degree in Computer Science or Software Deployment or a web-based focus or Diploma in Programming or a web-based focus.
- 2 – 3 years relevant experience in IT.
- 2 Years WordPress experience.
- Well-versed in the advancement of software trends and current computer technology.
- Strong understanding of web development techniques, principles, web trends and standards.
- Preferably 2 years work experience with languages, frameworks and platforms including but not limited to:
 - WordPress
 - C#
 - SQL
 - MySQL
 - ASP.NET
 - PHP
 - WPF
 - CSS
 - HTML
 - Node.js
 - JavaScript
 - REACT
 - iMIS RiSE
- Attention to detail in all areas of work and customer service focused.
- Timeline driven and able to work under pressure.
- Experience inspiring and working with cross-functional teams, and ability to handle multiple products with the flexibility to change with shifting priorities.
- Ability to work as part of a team and also work independently.
- Must be able to maintain positive and constructive working relationships with staff and ACTRA members.
- Must be able to manage multiple issues/projects at the same time.
- Strong written and oral communication skills to effectively liaise with business and IT stakeholders.
- Strong analytical and problem-solving skills.

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- Excellent written, oral, and telephone communication skills.
- Able to communicate in user-friendly language, i.e., non-technical to non-tech users.
- Overall willingness to help.

NOTE:

This position is located at the ACTRA National Office in Toronto and will have a start time of either 11:00 a.m. or 11:30 a.m. (Monday to Friday).

Application Process:

Interested applicants are invited to submit a resume and cover letter to humanresources@actra.ca quoting **'2022-11 'Intermediate Developer'** in the email subject line.

ACTRA is committed to employment and pay equity and we encourage applications from all equity seeking groups, including but not limited to, Indigenous and other racialized communities, people with disabilities, and LGBTQ2+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA') we provide the accommodations necessary to ensure full participation in our recruitment processes. If you require an accommodation during any stage of the recruitment process, please notify Human Resources.

Thank you for your interest in joining us. Only those selected for an interview will be contacted.