

Industry Education & Training Project Manager

Organization: Actsafe Safety Association
Department: Industry Education & Training
Reports to: Director, Industry Education & Training
Application deadline: May 31, 2026
Salary range: \$65,000-80,000

Do you have experience in the motion picture, performing arts or live event industries? Do you have strong planning, logistics, collaboration and communication skills? Are you highly organized and thrive in a fast-paced environment, enjoy supporting people, and being the go-to problem solver?

Are you interested in education and training, looking to have a strong sense of purpose in your work, and want to join an exceptional team with a thriving culture in a physically and psychologically safe workplace?

Actsafe Safety Association has a mission of preventing workplace injuries, illness and deaths in BC's arts and entertainment industry. Actsafe is halfway through a five-year strategic plan (2023–2027), and is looking for an **Industry Education & Training Project Manager**.

In this role, you won't just manage projects—you'll help drive meaningful change across the arts and entertainment sector by ensuring high-quality, accessible, and impactful training programs.

If you thrive in a project-driven environment, have a strong eye for detail and organization, and enjoy balancing multiple priorities while keeping things running smoothly – the Actsafe Team would like to meet you!!

This position has primary oversight of the following responsibilities

- **Private Training Services** – Oversees logistics for all private training formats including virtual and in-person workshops/courses. Reviews mechanisms to collect feedback. Audits, evaluates the effectiveness, and provides feedback on private training.
- Industry Education & Training (IET) Webinar Coordination – Leads webinar coordination, including logistics, planning & execution of the webinar and annual targets. This includes



coordinating with speakers, managing registrations, and ensuring all technical aspects run smoothly.

- **Subject Matter Expert (SME) Management** - In conjunction with the IET Specialist, solicits, coordinates and processes scheduling, input and feedback from working groups, standing committee members, SMEs and internal team members.
- **Project Coordination** - Leads special projects for the department, including onboarding of new courses into Actsafe's course catalogue. Leads the onboarding of new courses from end to end, including identifying the login requirements in the LMS system, setting up course materials, scheduling, and launching the courses. Ensures that each course is effectively designed to meet the needs of learners and stakeholders.
- **Course Calendar** – Supports and manages the IET course calendar to ensure alignment with industry demand and organizational priorities. Collaborates with the Marketing and Communications team to strategically plan and execute promotional efforts, maximizing visibility and engagement for upcoming courses.
- **IET Program Manual** – Supports in the implementation of the organization's IET Manual, as well as its maintenance, updating and continual improvement.
- **Organizational Effectiveness** – Identifies and implements opportunities to streamline processes and standard operating procedures (SOPs), as well as optimizing the STAR Learning Management System.
- **LMS Management** – Identifies and implements opportunities to enhance Actsafe's Learning Management System, including artificial intelligence tools to develop training programs (such as Articulate 360).
- **Data Integrity & Analysis** – Supports the data integrity of the organization. Provides quality assurance of the team's systems and databases, including training records, course schedules, STAR registrations, etc.
- **Quality Assurance** - Proposes, creates, implements and reviews customer service feedback mechanisms for IET offerings, collecting insights from students, facilitators and stakeholders. Audits, evaluates the effectiveness, and provides feedback on IET offerings. Compiles data, create reports, and present findings to the team when necessary. Provides recommendations to improve program efficiency and service quality and SME consultation. Ensure that program content is accurate and up-to-date on the website.



- **Accounting Admin.** - Oversees the tracking of invoices from completed private training to be sent to the accounting department. Review training-related billing and invoices from third party service providers and facilitators, reconciles and prepare necessary reports.
- **Records Management** – Ensures that IET documents are accurate and maintained, contact lists, distribution lists, access to SharePoint drives, etc.). Oversees and maintains the file management system for IET files, including off-site storage.
- **Contractor facilitator management** – Overseeing the onboarding, scheduling and coordination of training and workshop facilitators, serving as the primary point of contact for them.
- **Back-up support:** Regularly receives support from administrative professionals on the team.

Requirements:

- **Education:** Completion of post-secondary education, either diploma, certificate, or associate certificate in related field, required, ideally in business, finance, office admin or project management.
- **Experience:** 2-5+ years experience providing administrative services and leading projects. Experience in the arts & entertainment industry (film, tv, commercials, performing arts, live events) a valuable asset.

What is considered an asset?

- **Technology:** Proficiency in using Microsoft Office (Outlook, Teams, SharePoint, Word, PowerPoint, Excel) required. Proficiency in virtual meeting platforms (Zoom). Experience in other systems is considered an asset, including customer relationship management (CRM), project management (Monday.com), learning management systems (Bis Trainer), digital payment (Bambora), course creation platforms (Articulate Rise), administrative platforms (PollEV, DoodlePoll).
- **Certifications:** A valid Class 5 BC Drivers Licence required, and access to a vehicle preferred.
- **Ideal competencies:** emotional intelligence, innovation, change management, relationship management, technical subject matter expertise (SME), self-led, accountable, organizational awareness, organizational effectiveness, communication, collaboration and results oriented.



How to apply?

If you are committed to making an impact and want to be part of an organization dedicated to transforming health, safety and wellness in BC's arts and entertainment industry, we would love to meet you! Please submit a cover letter, resume and salary expectations to: jointheteam@actsafe.ca by May 31, 2026

What we offer:

- Actsafe offers a total rewards package including:
- Salary: \$65,000-\$80,000 depending on education, designations and experience
- Extended Health Benefits (EHB) Plan
- An 8-hour workday (with paid 30 min lunch break)/40-hour workweek
- A flexible workplace with a mix of in-office (Burnaby) and remote work opportunities
- A rich paid time off and professional development budget
- Challenging work that provides you with a sense of purpose
- Passionate, diverse, skilled, fun team members
- Engaged and collaborative stakeholders
- A physically and psychologically safe and healthy workplace culture

What is Actsafe? Actsafe is a not-for-profit health and safety association, with a growing \$2.5M operating budget, supporting BC's production of motion pictures, television, live events and performing arts industry's 3000 employers and 60,000 workers. Its vision is that British Columbia has the safest and healthiest arts and entertainment workplaces in the world, and its mission is to prevent and eliminate workplace injury, illness and death by providing world-class occupational health, safety, and wellbeing programs to employers, supervisors, and workers.

Who is the Actsafe team? At Actsafe Safety Association, a diverse, inclusive, and equitable workplace is one where all members of the team, stakeholders, community, and individuals whose personal characteristics fall into any of the prohibited grounds of discrimination under Canadian Human Rights Law feel valued and respected. We are committed to fostering a non-discriminatory workplace culture and providing equal employment and advancement opportunities throughout our organization. We respect, encourage, and value diverse voices because we believe that innovation and creativity are driven by inclusiveness and cultivated by diverse backgrounds, ideas, and experiences.

