

# ACTRA

**ACTRA (Alliance of Canadian Cinema, Television and Radio Artists)** is the national union of over 30,000 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.

*Are you meticulous at keeping the flow of work organized and when things don't go as planned you pivot to get the job done?*

*Do you want to work with a dedicated team of professionals? If so, come join the movement - you'll be in good company.*

**ACTRA National is seeking a full-time:**

## **Document Translator (English to Quebec French)**

### **Position Scope:**

Under the direction of the Senior Director, Collective Bargaining, People & Operations, the Translator will work in collaboration with internal and external teams and stakeholders across the organization to ensure the efficient operation and highest standard of service.

### **Responsibilities:**

- The Translator will be primarily responsible for translating ACTRA's new and existing English-language documents and communications into Quebec French.
- The role will work with management, employees, and other stakeholders as assigned on translating various documents as required.
- Reads original material/documents and rewrites in the targeted language; ensuring the content, meaning, and feeling of the original/source text is retained in the translation.
- Identifies and resolves any conflicts related to the meanings of words, phrases or concepts when translating between languages.
- Proofreads, revises, and edits final translated versions; ensuring that technical terms and terminology remain consistent throughout the translation.
- Refers to reference materials such as dictionaries, thesauruses, encyclopedias, collective agreements, etc., to find the best word/terminology equivalents and ensure translation accuracy.

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- Compiles terminology and information about the content and context of information to be translated, including technical terms such as legal or medical material.
- Uses all available resources to research legal, technical, and scientific phraseology to determine correct translations as tools throughout the entire translation process.
- Liaises with management, coworkers, and internal and external stakeholders to discuss translation requirements and any unclear points.
- Provides sound advice to management and coworkers on how to effectively manage and interpret translated material.
- Consults with management and coworkers when translating specialized areas of information and retain and develop specialized knowledge.
- Uses appropriate software for presentation and delivery.
- Other duties as assigned within the scope of the position.

## **Qualifications:**

- Post Secondary Education required. A bachelor's degree (B.A.) in French-English Translation or an equivalent study preferred.
- At least 2 years of experience in English to Quebec French Translation highly desired.
- Association of Translators and Interpreters of Ontario (ATIO) and/or Canadian Translators, Terminologists, and/or Interpreters Council (CTTIC) certification preferred.
- Complete knowledge of the English and Quebec French languages with the ability to write appropriately/professionally in each.

## **Skills and Competencies:**

- Should be aware of different styles of writing and principles of editing in both English and Quebec French.
- Should know the sentence structure of indirect speech and different figures of speech in the source language like hyperbole and irony.
- Strong verbal communication skills in English and Quebec French.
- Familiarity of language used within the formal context of Collective Bargaining Agreements, Constitutions, By-Laws, legal language, etc., in addition to simpler language structures utilized in more informal communications.
- Attentive to different knowledge-providing sources like dictionaries, thesaurus' encyclopedias and how to utilize them.
- Strong time management skills, and the ability to work in fast paced environment under pressure.

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- The ability to work professionally with people both outside the organization and within various levels of the organization.
- Advanced writing skills, strong analytical skills, and excellent organizational and time management skills.
- Highly developed problem-solving skills with the ability to exercise tact and judgment.
- Demonstrated project management skills with the ability to prioritize time-sensitive work to meet deadlines, while still making progress on longer-term projects.
- Proficiency in using Microsoft Office software applications, i.e., Outlook, Word, Excel, PowerPoint, and Adobe Acrobat.
- Familiarity in using software applications such as MailChimp and WordPress is a strong asset.
- Detail oriented and organized with a high level of accuracy.
- Dedicated work ethic and excellent interpersonal who can work effectively as part of a team.
- Be customer service focused.
- Flexibility with working hours to include evenings, and weekends. Hours of work will vary to meet the needs of the Collective Bargaining process and Communications deadlines.
- Travel may be required on occasion.

## **Application Process:**

Interested applicants are invited to submit a resume and cover letter to [humanresources@actra.ca](mailto:humanresources@actra.ca) **quoting 2024-13 'Translator' in the email subject line.**

**NOTE: This is an in-office based position.**

*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 2SLGBTQIA+ communities. In compliance with the Accessibility for Ontarians with Disabilities Act ('AODA'). If you require accommodation for a disability 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.