
PROGRAMMER: JOB POSTING

Overview:

The Regent Park Film Festival is currently accepting applications for the position of Programmer for the 2017 festival – our 15th anniversary. We are looking for an experienced individual who has demonstrated strengths in media arts programming, is knowledgeable on inner city issues and has knowledge and/or experience with not-for-profit organizations. The successful candidate will add value through excellent community building and programming skills.

The successful candidate will be responsible for the following:

- Establishing the overall program for the 2017 Regent Park Film Festival, in conjunction with, and with the approval of the Executive Director
- Working with Executive Director to ensure that all programming adheres to the mandate and organizational priorities of the Regent Park Film Festival
- Scout and invite films to be submitted for consideration at the Regent Park Film Festival
- Securing feature, shorts and a balanced variety of films locally and internationally
- Maintain detailed programming notes on an ongoing basis, delivering at end of year a full report (contacts, leads, research and recommendations)
- Facilitate the work of the various programming committees as they review Festival submissions and make Festival selections
- Provide regular reports on programming activities
- Organize and coordinate festival jury
- Prepare, assign and/or write film synopses describing the purpose and function of individual films selected in the festival program
- Program & secure all adjunct festival programming (Q&A's, panels, keynotes etc)
- Negotiate and secure all fees with exhibiting artists and/or distributors
- Coordinate the smooth execution of programming related tasks
- Manage Program Assistant and technical director in executing admin, coordination and technical tasks related to programming and presentation
- Playing an active role providing content for the marketing and outreach of festival programming
- Work with the Marketing and Outreach Coordinator to compile and arrange content for Festival's Program Book
- Represent the Festival at relevant meetings, in the Regent Park community and the city's cultural environments
- Participate in programming related aspects of publicity
- Lead in facilitating staff's familiarity with the festival's programming

Skills Required:

- Experience in media arts programming.
- Familiarity with the not-for-profit arts sector
- Strong oral and written communication skills
- Highly organized, able to multitask, work under pressure and meet deadlines
- Computer literacy (word processing, excel, email, web)
- Knowledge and familiarity with inner city issues and context
- An appreciation for the intersections of community building and professional arts
- Strong problem solving skills, ability to take initiative, and work well in a team
- Strong interest/experience in media arts study, education and practice
- Familiarity with Film Festival program development and leadership

Terms of Contract

Position: Project Based Flexible hours. In addition to screening films and programming meetings, there is an expectation to be in office 1-2 days a week from July-November with full time hours for two weeks in November leading up to the festival.

Salary: Commensurate with experience

Reports to: Executive Director

Application Information:

As part of the RPFF commitment to fostering diversity and meaningful inclusion in the Canadian media industry, we prioritize applications by Black, Indigenous, People of Colour, person with disabilities, woman, queer, trans or non-binary person or any combination of these intersections. We encourage you to self-identify in your application.

Please email your resume and letter of interest to jobs@regentparkfilmfestival.com

Attn: Hiring Committee: Programmer Position

Closing Date: June 25, 2017 11:59pm

Only applicants selected for interviews will be contacted. Please no telephone inquiries.