



## About the Regent Park Film Festival

*Regent Park Film Festival, based in Regent Park, Toronto, is Toronto's only free community film festival. As a lively and dynamic presence on the Toronto film scene, RPFJ hosts an Annual Film Festival, which takes place in November, with more than 6,000 participants, Under the Stars: Movies in the Park, a summer program with close to 7,000 participants; year-round film screenings, school programs, an internship program, and a range of workshops at no cost. RPFJ is funded through arts council support, private sector fundraising, including individuals and foundations, and corporate sponsorship.*

*The Festival celebrated its 15<sup>th</sup> anniversary in 2017. Today, as Regent Park undergoes a fifteen-year re-development, the Festival also works to bring together the many diverse communities that exist in the neighbourhood to enjoy and engage with film as a means of artistic expression and a catalyst for change. In 2016, the Festival won the TD Arts Diversity Award. For the first time in several years, we are seeking an Executive Director.*

## Executive Director

The Executive Director is responsible for overseeing all programming, the administration and operationalization of the organization's strategic plan. Other key duties include fundraising, and overseeing marketing, and community outreach. The position reports directly to the Board of Directors.

### **Specific Duties**

The Executive Director's duties include the following:

#### **Artistic Direction**

- In collaboration with community, artistic and industry partners, maintain existing year-round programming and identify opportunities for new programs
- Maintain and develop RPFJ's youth and industry-based professional development initiatives
- Work with the Festival Programmer to set a direction for the annual festival and ensure all festival programming and corresponding engagement reflects our values, overall goals and strategic priorities as outlined in the current Strategic Plan

## **Partnerships and Profile**

- Represent the festival in the Regent Park community and the city's cultural environment
- Build relationships with community partners
- Provide guidance to Communications Coordinator in managing marketing, publicity and outreach initiatives for the Festival and year-round activities

## **Fundraising and Finance**

- Apply to, and report to, federal, provincial and municipal granting bodies
- With support from the fundraising committee, raise funds through individual fundraising, sponsorship and foundation initiatives
- Working with a bookkeeper and Board Treasurer, maintain financial accountability through budget procedures, financial reports and cash flow and provide reports regularly to the Board of Directors

## **Operations**

- Manage, analyze and update operational systems to ensure efficiency and accuracy
- Work with staff to ensure effective execution of all operations relating to the annual festival and year round activities.

## **Human Resources**

- Manage and provide leadership to all staff; manage department and personnel issues, including supervising, delegating, hiring, terminating employees; provide staff training and conduct performance reviews

## **Governance**

- Responsible for leading RPF in a manner that supports and guides the organization's mission as defined by the Board of Directors and outlined in the Strategic Plan
- Responsible for communicating effectively with the Board and providing, in a timely and accurate manner, all information necessary for the Board to function properly and to make informed decisions.
- Participate in, and manage, board and volunteer committees, as necessary

## **Professional Qualifications**

All candidates are expected to have an understanding of the non-profit and/or arts sector in Canada, as well as demonstrate a familiarity with the intersections of community engagement and media arts.

Specifically:

- Knowledge of the media arts and its intersections with community engagement
- Experience as a senior arts administrator at a community level
- Hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Ability to convey a vision of RPPF's strategic future to staff, board, volunteers and donors
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Proven ability to work with and engage diverse volunteer and donor groups
- Proven skills in grant writing and fundraising
- Background in community work, preferably with diverse and/or immigrant groups;
- Strong oral and written communication skills; comfort in public speaking
- High degree of organization, ability to multi-task, and meet deadlines;
- Computer literacy (word processing, email, web applications, spreadsheets)
- Demonstrated ability to oversee and collaborate with staff
- Experience in the not-for-profit media arts community and events/film festivals a strong asset

## **Terms of Contract**

*Position:* Full Time, Permanent  
*Salary:* Commensurate with experience + benefits  
*Reports to:* Board of Directors

## **Application Information:**

Please email your resume and letter of interest to [jobs@regentparkfilmfestival.com](mailto:jobs@regentparkfilmfestival.com)

Attn: Hiring Committee. Refer to Executive Director in subject line.

*Closing Date:* Sunday, March 4th

Only those applicants selected for an interview will be contacted.

All applicants selected for an interview will be asked to submit samples of a grant application or proposal in advance of the interview. No telephone inquiries please.