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## REGENT PARK FILM FESTIVAL

### FESTIVAL COORDINATOR: JOB POSTING

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#### **About Regent Park Film Festival**

Regent Park Film Festival, based in Regent Park, Toronto, is Toronto's longest running free community film festival. As a lively and dynamic presence on the Toronto film scene, RPFV 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.

#### **Terms of Contract**

Position: Full time, Contract. Immediate start date, to December 7, 2018

Salary: commensurate with experience

Schedule: Weekdays, with some evenings and weekends

Reports to: Executive Director

#### **Responsibilities**

##### Event Logistics

- Coordinates logistics for all year-round programming
- Coordinates all logistics for annual festival and fundraiser
- Works with programming team to ensure all tech needs are met for year-round and festival events
- Oversees Volunteer Coordinator in ensuring all logistical needs for all events are met
- Oversees Stage Managers to ensure successful event roll out

##### Office Operations and Administration

- Coordinates the successful execution of long-term operations of the festival (coordinating the forming of the annual critical path, Asana maintenance, database maintenance etc)
- Ensures smooth functioning of daily operational tasks and administration (recruiting, training and overseeing temporary admins, answering phone, checking messages, info account, keeping office supplies up to date)

##### Coordinating Facility Rental

- Respond to, confirm and prepare all booking requests and contracts
- Ensure general maintenance of the facility
- Publicize the facility through space rental forums

##### Program Assistance

- Work closely with Executive Director to:
  - Coordinate various details of developing year-round programming

- o Coordinate monthly finances
- o Coordinate admin related to fundraising

**Skills Required**

- Experience working in a festival environment
- 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, urban development and professional arts
- Strong problem solving skills, ability to take initiative, and work well in a team

**The following will be considered an asset:**

- Familiarity with living or working in Regent Park, or similar inner city communities
- Familiarity with event coordination

**To apply:**

Please email your resume and letter of interest to [jobs@regentparkfilmfestival.com](mailto:jobs@regentparkfilmfestival.com), Attn: Hiring Committee. Refer to Festival Manager in your subject line

**Closing Date: March 1, 2018, 11:59pm**

All applications will be reviewed by festival staff and the Board of Directors. Only applicants selected for interviews will be contacted. Please no telephone inquiries.