



2019 OUTREACH COORDINATOR

The Outreach Coordinator provides key assistance to the Marketing and Outreach Manager and Special Projects Manager to implement strategic community outreach initiatives and activities towards Under the Stars, the Annual film festival, and Home Made Visible (special project).

As part of the RPFV commitment to fostering diversity and meaningful inclusion in the Canadian media industry and arts community, this position prioritizes applicants from Regent Park and those who identify as Black, Indigenous, People of Color, person with disabilities, women, queer, trans or non-binary person or any combination of these intersections. We encourage you to self-identify in your application.

JOB DESCRIPTION

- Perform community outreach to secure local audiences for Under the Stars and the 2019 Annual Film Festival
- Assist in approaching citywide community groups for advance bookings for Under the Stars and the Annual Film Festival
- Assist with graphic design and managing social media platforms
- Assist with the supervision of volunteers in relation to marketing and outreach tactics (e.g. community distribution, street teams, social media, photography, videography and advances screenings)
- Representing the Festival at relevant meetings and events in Regent Park and elsewhere
- Organize the animation of the lounge during the Annual Festival

SKILLS REQUIRED

- Strong attention to detail with superior verbal and written communication skills
- Ability to multi-task and work within tight deadlines
- Strong team player with a demonstrated ability to work independently
- Excellent skills managing digital platforms such as Facebook, Twitter, Instagram, Hootsuite and Mailchimp
- Basic graphic design skills an asset
- Wordpress expertise an asset
- Familiarity with Regent Park community is an asset

TERMS OF THE CONTRACT

- Position: 3 days/week from June 15-August, full-time September-November 30, 2019
- Salary: \$18/hour
- Reports to: Marketing & Outreach Manager

Please email your CV to jobs@regentparkfilmfestival.com

Attn: Hiring Committee: Marketing & Outreach Manager

Closing Date: Friday, May 24th 2019 at 11:59pm

Only applicants selected for interviews will be contacted

Please no telephone inquiries