



2019 Program Coordinator

The Program Coordinator will assist the Programmer at the Regent Park Film Festival in coordinating the submissions process and the festival's selection committee, confirming the schedule, technical details and adjunct programming for the 17th Annual Regent Park Film Festival in November.

As part of the RPFF 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, woman, queer, trans or non-binary person or any combination of these intersections. We encourage you to self-identify in your application.

JOB DESCRIPTION

Selection Process & Festival Programming

- Work with Programmer to coordinate the Selection Committee
- Coordinate the selection committee, and play an active role in assessing all submissions to create a shortlist of films for the Selection Committee to assess
- Organize all submissions online, and prepare all shortlisted films to be distributed to the Selection Committee
- Assist Programmer in liaising with all applicants and selected filmmakers
- Assist Programmer in undertaking any programming-related research
- Assist the Programmer and Marketing/Outreach Coordinator in coordinating and implementing preview community screenings

Administrative

- Act as key point person in all print and digital film traffic
- Ensure all technical requirements for all screenings are met
- Ensure all content for festival program book (including photos, bios, program notes, etc.) are delivered on time
- Play an active role in maintaining the festival database
- Support Programmer & Festival Manager in all administrative programming tasks (including liaising with all distributors, filmmakers, guest speakers, etc.)
- Work closely with Marketing & Outreach Coordinator to set-up PR appearances for festival staff and filmmakers

Skills Required

- Experience in media arts programming or a strong interest in media arts study, education and practice
- 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
- Familiarity with Film Festival program development and leadership

TERMS OF THE CONTRACT

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

Please email your resume and letter of interest to jobs@regentparkfilmfestival.com
Attn: Hiring Committee: Programmer

Closing Date: Wednesday, May 15th 2019 at 11:59 pm

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