



## Job Posting: Manager of Programming

### About the Regent Park Film Festival (RPF)F)

RPF)F is a nonprofit media arts organization. It is Toronto's longest running free film festival and is the sole community film festival in Canada's largest and oldest public housing neighbourhood. RPF)F is dedicated to showcasing local and international independent works relevant to the key communities we serve: Black, Indigenous and People of Colour (BIPOC) communities, people who are low-income, people who live in public housing, and Regent Park residents. RPF)F's mandate is to organize an annual festival along with year-round school and community screenings, panel discussions, exhibitions and professional training.

*As part of our commitment to anti-oppression and advancing equity and inclusion in the Canadian media industry and arts community, this position prioritizes Regent Park residents and applicants who identify as Black, Indigenous, a Person of Color, queer, trans, non-binary, a woman, a person with a disability. We encourage you to self-identify in your application.*

### About the position

- Job type: Full-time, one-year contract beginning April 2021 with opportunity to renew
- Compensation: \$43,000. Benefits + annual professional development funds provided
- Place of work: RPF)F office and offsite programming locations (remote work currently)
- Reports to: Executive Director.
- Works closely with: Manager of Operations, Marketing and Outreach Manager

### Duties

#### Programming and Partnerships (40%)

- Lead film submissions, research, scouting, solicitation, screening and scoring
- Reporting to the Executive Director, adhere to the mandate of RPF)F to:
  - Develop, plan and deliver year-round programming (Under the Stars, Fundraiser screening, school tour, professional development programs and other screenings)
  - Plan and deliver the theme, schedule and all programming for the Annual Festival (General program, Shorts program, School Program + lesson plans, Family Day program, Professional Development/Industry program, talkback panels, Emerging Directors' Spotlight + Pitch Competition and any special exhibitions/projects)
  - Develop programming partnerships and work with community organizations, filmmakers, artists, industry professionals, distributors, producers and programming partners to deliver above programming
- Represent the Festival at relevant meetings and events including other film festivals to develop relationships with filmmakers, distributors and industry professionals
- Work with Operations department to coordinate print traffic and event production and communicate technical and logistical details and requirements
- Introduce screenings, and organize and facilitate select talkbacks and Q & A sessions
- Participate in guest relations duties during the festival

#### Administration (40%)

- Adhere to critical path and administrative processes (data management, contact management, approvals, project tracking, reporting, contracts, payments, invoices)

- Maintain detailed notes on film selections, program planning and implementation and deliver a full report and participate in a post mortem at the end of each program
- Recruit programming committees and coordinate their activities (scheduling meetings, screener distribution, agenda planning, facilitation, recording outcomes)
- Acquire films through liaising with distributors and/or filmmakers and negotiating fees
- Manage a departmental budget for artistic and programming expenses
- Support related sponsor, in-kind donation solicitation and fundraising activities
- Support Executive Director in grant writing to secure funding for programming
- Send invitations and thank you letters to all artistic and programming contacts
- Supervise Program Coordinator, programming committees and any volunteers

#### Communications (20%)

- Assist with development of promotion, publicity and marketing materials by writing program descriptions, artistic statements, and coordinating related content on schedule
- Communicate with clarity, tact, responsiveness with filmmakers, distributors, partners
- Provide input on marketing and outreach strategies for programming
- Participate in relevant media/publicity opportunities related to programming

Other tasks as assigned

#### Requirements

- 2-4 years of experience in film festival programming OR a strong interest in film with experience in artistic direction, event programming, curation, arts administration
- Strong understanding of Regent Park's communities and context, an appreciation for the intersections of community building and professional arts, and an ability to apply an understanding of equity, anti-oppression and anti-racism to artistic decisions
- Demonstrated administrative, project management, organization, planning and budgeting skills with a strong attention to detail
- Exemplary written and verbal communication skills
- Demonstrated time management and prioritization skills to execute concurrent projects
- Excellent interpersonal, problem-solving and conflict resolution skills and experience working in small, highly collaborative teams
- Experience with managing relationships with internal and external stakeholders to deliver programming
- High proficiency in digital file management and virtual collaboration tools

#### Assets

- Coordinating online programming, digital event production and working in a virtual team
- Experience with print traffic and services
- Experience with speaking onstage, Q&As and discussions with artists and their work
- Experience negotiating screening fees with distributors and other stakeholders

#### To Apply

Email your cover letter and resume **in one attachment** titled **FIRST NAME\_LAST NAME** to [jobs@regentparkfilmfestival.com](mailto:jobs@regentparkfilmfestival.com) by **March 31<sup>st</sup>, 2021 at 11:59pm** Include in the subject line: **ATTN: Hiring Committee – Manager of Programming.**

The hiring process will include an interview, an assignment and a reference check. Only applicants selected for interviews (over Google Meets) will be contacted. If you require accommodation at any stage of the hiring process, please let us know.