



Job Posting: Executive Director

As part of our commitment to anti-oppression and advancing equity and inclusion in the Canadian media industry and arts community, this position prioritizes applicants who are current or former Regent Park residents, people who identify as Black, Indigenous, a Person of Colour, LGBTQ2S+, a woman, a person with a disability and people at the intersections of these identities. We encourage you to self-identify in your application.

About the Regent Park Film Festival (RPFF)

RPFF is Toronto's longest running free film festival and is the sole community film festival in Canada's largest and oldest public housing neighbourhood. RPFF is dedicated to showcasing local and international films relevant to the key communities we serve: Black, Indigenous and People of Colour (BIPOC) communities, people with low-income, people who live in public housing, and Regent Park residents. RPFF's mandate is to organize free year-round screenings, panel discussions, professional training and an annual film festival. Its signature programs are Under the Stars, the Annual Film Festival and Live It To Learn It. In 2022, RPFF celebrates its 20th anniversary.

About the Executive Director Position

Reporting to the Board of Directors, the Executive Director will lead RPFF into its 20th anniversary year and beyond by upholding its mission, mandate and values in all aspects of programming, administration and operations, demonstrating strategic vision, thoughtful leadership, careful oversight, and a deep commitment to equity and the communities that RPFF serves. The Board of Directors is excited to work with the incoming Executive Director to conduct a new 3-year Strategic Plan, setting the direction and vision for a new phase of growth for RPFF and continuing to improve internal system, capacity, and organizational structure.

- Term: A Full Time, one year contract with opportunity to grow into a permanent full time position after (averaging 40 hours/week, may include evenings and weekends)
- Salary: \$70,000, benefits include health insurance and annual professional development funds
- Place of work: RPFF office located at Daniels Spectrum in Regent Park (remote work currently)
- Direct reports: Manager of Operations, Marketing and Outreach Manager, Manager of Programming and Administrative Assistant. Provides leadership to 4-5 seasonal staff, interns.
- Anticipated Start date: April 11, 2022 (flexible depending on availability)

Responsibilities:

Organizational Leadership

- Be the primary representative of RPFF in the Regent Park community, the city's cultural environment, media interviews, advocacy opportunities, consultations and public meetings
- Seek out, build and maintain meaningful and strategic relationships with partners to achieve organizational goals and advocate for RPFF's mandate
- Raise the festival's profile and deepen community connections in Regent Park
- Ensure mission, mandate, values and strategic priorities are advanced through all programs

- Provide oversight to the Manager of Programming on the artistic direction of programs and content, program design/development, implementation and evaluation
- Work with the Manager of Operations to manage and optimize the physical and digital workspace, operational systems and workflows, team communications, project management, information tracking systems, reporting and recordkeeping
- Provide guidance and oversight on the effective execution of all operations and programming implementation, including hybrid or in-person programming and operations
- Oversee and guide key stakeholder communications, marketing, publicity, and outreach initiatives
- Co-lead with the Board of Directors for the development strategic plans for the organization and work with the staff to operationalize strategic priorities

Fundraising and Finance

- Seek out, apply to, and report on federal, provincial and municipal grants and ensure programs fulfill funding requirements
- Raise funds through corporate sponsorships, corporate and individual donations, foundation gifts, partnerships/co-productions, and space rentals
- Maintain fiscal accountability and health through following financial procedures, creating and monitoring annual budgets, actioning payments, depositing income, tracking expenses and revenues, participating in the annual audit, and providing financial reports to the Board
- Steward relationships with existing and potential donors, funders, sponsors, and partners across government, corporate, and community sectors

Human Resources

- Manage, supervise, and provide leadership to all staff and foster a culture of equity, inclusion, collaboration and learning
- Lead HR duties, including but are not limited to: contracting, onboarding, supervision, training, conflict resolution, conducting performance evaluations, termination, and offboarding
- Provide coaching and mentorship, implement workplace accommodations, conduct performance reviews, and support staff's professional development
- Ensure staff understanding of and adherence to HR policies and documents
- Oversee the effectiveness of HR policy and practice, review existing policies and practices on an annual basis and recommend changes to the Board as appropriate.

How to know if you're the right candidate for this role?

The Executive Director at RPFF is a leader in strategy and in culture at RPFF, embracing our communities and values, with commitment to anti-oppression, advancing reconciliation, equity and accessibility, and advocating for the communities served by RPFF.

Must-haves:

- Progressive leadership experience in the arts/nonprofit/cultural institutions sector.
- Knowledgeable with the intersections of community building and media arts
- Nonprofit fundraising experience and expertise, including but are not limited to: grant writing, corporate fundraising, individual giving.
- Hands-on budget management skills, including budget preparation, analysis and oversight, decision
- Strong project management and creative problem solving skills

- Strong people and HR skills including coaching, mentoring, conflict resolution, consensus building, culture-building, networking and relationship building
- Strong written and verbal communication skills and public speaking skills
- Strong relationship building skills with stakeholders from different sectors and communities

How to apply:

Please email your cover letter and resume by **February 18 11:59 PM ET** in one pdf attachment titled Executive Director application – FIRST NAME LAST NAME to jobs@regentparkfilmfestival.com, with the subject line Attn: Executive Director hiring.

Application Process:

Recruitment will include 2-3 rounds of virtual interviews, an assignment and reference checks.

February 18 11:59 ET: Application Closed

February 28-March 4: First Round of Interviews Conducted

March 14-18: Second Round of Interviews Conducted

March 25-29: Final deliberation and decision. A third interview may be conducted.

If you require accommodation at any stage of the hiring process, please let us know.

We know that questions come up when reviewing a job posting. This is a vital role at RPF. We encourage you to reach out to the Board at any time before the closing date. You can reach the Board at board@regentparkfilmfestival.com.

Only candidates selected for an interview will be contacted after the posting closing date.