



585 Dundas St.E, Suite 240
Toronto, ON, M5A 2B7
416. 599. 7733
www.rpff.ca
[@RegentParkFilm](https://www.instagram.com/RegentParkFilm)

Job Posting: Operations & Volunteer Coordinator

As part of our commitment to anti-oppression values 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, or at the intersection of these identities. We encourage you to self-identify.

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. In 2022, RPFF celebrates its 20th anniversary.

ABOUT THE POSITION

The Operations & Volunteer Coordinator will assist the Manager of Operations in producing and delivering in-person and virtual programs and events such as Under the Stars in July, 20th Anniversary screenings and panels, and the Annual Film Festival in November. The Operations & Volunteer Coordinator will also recruit, train, and manage volunteers leading up to the above-mentioned events.

TERMS OF THE CONTRACT

- Contract duration: June 6, 2022 to December 9, 2022
- Hours of Work: 32 hours a week, some evenings and weekends will be required.
- Compensation: \$18/hour
- Place of work: RPFF Office in person as well as Remote/Virtual
- Reports to: Manager of Operations

ABOUT THE ROLE

Volunteer Coordination

- Identify volunteer roles to meet organizational and programming needs
- Plan and implement diverse volunteer outreach and recruitment strategies in collaboration with the Marketing and Outreach department
- Interview and select volunteers
- Organize and deliver volunteer orientation and training sessions, debriefs
- Schedule & coordinate all volunteer shifts and manage and supervise volunteers
- Update and maintain volunteer database and volunteer manual
- Organize volunteer appreciation activities, including securing volunteer appreciation items

Operations Assistance

- Assisting in technical event coordination, production and managing print traffic of live and pre-recorded content for in-person and virtual programming
- Work with RPFF programming staff, filmmakers, distributors, programming partners and panelists, to ensure all technical requirements for programming is communicated, tested, confirmed and delivered for online and in-person formats
- Work with marketing and outreach staff to incorporate graphics and other visual assets (logos, deadcards, trailers etc.) to screenings
- Provide technical assistance to troubleshoot issues for artists and audience members
- Coordinate accessibility for programming (securing captioning and ASL interpretation)



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ABOUT THE IDEAL CANDIDATE

- Experience in media arts events or related areas (such as arts administration, community arts, programming, stage management, event logistics and management)
- Experience in event production for both online and in-person events (such as film screenings, conferences, panel discussions, workshops, webinars, performances, exhibitions etc.)
- Experience with volunteer recruitment, training, coordination and supervision
- Experience with online platforms and technology (such as Cinesend, Twitch, Facebook & Instagram Live, Zoom) or quick to learn new platforms and technologies
- Strong problem-solving skills, ability to follow direction and take initiative
- Highly organized, with strong attention to detail and managing process flows
- Able to multitask on simultaneous projects, work under pressure and meet deadlines
- Strong oral and written communication skills
- Ability to work independently and in a small team, both in person and remotely
- Understanding of equity, anti-oppression and anti-racism and applying these approaches to one's work
- Understanding of Regent Park's communities and context

HOW TO APPLY

Email your cover letter and resume in one attachment titled "Firstname Lastname - Operations and Volunteer Coordinator" to jobs@regentparkfilmfestival.com. Include in the subject line:

ATTN: Hiring Committee – Operations and Volunteer Coordinator.

As a part of our recruitment process, RPFF offers accommodation for applicants with disabilities. If you require accommodation during the hiring process, please let us know.

Deadline: **Tuesday, May 10, 2022 at 11:59PM**. Only applicants selected for interviews will be contacted.