



Job Posting: Manager of Programming

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 a combination of these identities. We encourage you to self-identify in your application.

About Regent Park Film Festival (RPFF)

Regent Park Film Festival (RPFF) is a non-profit cultural and educational media arts organization. It's Toronto's longest-running, free community film festival, and the sole community film festival in Canada's largest and oldest public housing neighbourhood.

The key communities we serve are Black, Indigenous and People of Colour (BIPOC) communities, people with low-income, people who live in public housing, and Regent Park residents. We connect diverse audiences to representative films that can change the way they see themselves and their community members. In addition to our annual film festival and our outdoor summer screening series, we offer year-round community screenings, panel discussions, filmmaking workshops, industry internships, and our annual School Programs all at no cost to attendees or participants.

Since its inception in 2003, it has been vital to RPFF's mission to offer programming that is free and accessible to everyone, regardless of financial or social status.

About the Position

- **Job Type:** Full-time, one-year contract with opportunity to renew (averaging 40 hours/week, including occasional evenings and weekends)
- **Compensation:** \$50,000 + benefits including health and dental insurance, and annual professional development funds
- **Place of work:** RPFF office and remote work at home
- **Reports to:** Executive Director
- **Direct Report:** Program Coordinator (6-month contract position)
- **Anticipated Start Date:** May 1, 2023 (flexible depending on availability)



About the Role

Programming & Partnerships (40%)

- Lead film submissions, research, scouting, solicitation, screening and scoring
- Reporting to the Executive Director, adhere to the mandate of RPF to:
 - Develop, plan and deliver year-round programming (*Under the Stars*, community screenings, school program, industry programs and others)
 - Plan and deliver the theme, schedule and all programming for the Annual Film Festival in November (General program, Shorts program, School Program + lesson plans, Family Day programming, Professional Development/Industry programming, film talkback panels, Emerging Directors' 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 aforementioned programming
- Represent RPF at relevant meetings and events including other film festivals to develop relationships with filmmakers, distributors and industry professionals
- Work with Operations team 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

Management & 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, 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, providing leadership, mentorship and guidance
- Manage programming committees and any other volunteers
- Some work with Board members to acquire partnerships, while receiving guidance and mentorship

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 community outreach strategies for programming
- Participate in relevant media/publicity opportunities related to programming

Other duties as assigned

Key Skills and Experience

- 2-4 years of experience in film festival programming **OR** a strong interest in film with experience in artistic direction, event programming, curation, or arts administration
- 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



- Demonstrated ability to work independently, take initiative and follow through
- Strong relationship management skills, with internal and external stakeholders, and ability to represent RPFF effectively to the public
- High proficiency in digital file management and virtual collaboration tools
- Strong understanding of equity, anti-oppression and anti-racism and applying these concepts and working in a diverse environment
- Understanding of Regent Park's communities and context
- An appreciation for the intersections of community building and professional arts

Nice to Have

- Experience 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
- Experience managing and leading staff

How To Apply

Attach your cover letter and resume as **one document** titled "FirstName LastName - Manager of Programming" in an email to jobs@rpff.ca.

Please include in the subject line: **ATTN: Hiring Committee – Manager of Programming**

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

Deadline: Sunday, April 2 at 11:59pm. Interviews will take place over video chat on a rolling basis, but all applicants will be considered until the deadline.

Only applicants selected for interviews will be contacted.