



Job Posting: Program 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 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

The Program Coordinator will assist the Manager of Programming in coordinating the film selection process, advisory committees, liaising with artists, confirming the schedule, technical details and adjunct programming. Please note:

- **This position is funded by Canada Summer Jobs. Applicants should be aged 15-30 (inclusive), and citizens/permanent residents of Canada.**
- **Contract duration:** May 15 - December 8, 2023
- **Hours:** 8 hours a day, 3 days/week May-June; 4 days/week July-Sept; 5 days a week October-December. Some evenings and weekends required.



- **Compensation:** \$19/hour
- **Place of work:** RPFF office and remote work at home
- **Reports to:** Manager of Programming

About the Role

- Assist the Manager of Programming with *Under the Stars* tasks such as film and community activities solicitation, collecting marketing assets, and other event logistics
- Assist the Manager of Programming in Annual Festival film scouting, research, review, solicitation, submission assessment and shortlist creation, and keeping accurate records in the festival database (general and school programming)
- Work with Manager of Programming to coordinate and facilitate meetings with the Program Advisory Committees (general and school programming)
- Assist the Manager of Programming with coordinating the Emerging Directors' Pitch Competition submissions intake and assessment process, along with other festival industry programming (workshops and panels)
- Assist the Manager of Programming in developing School Program lesson plans
- Assist Manager of Programming with administrative tasks, including communicating with applicants, artists, programming partners, industry professionals, and distributors, along with contract development, film acquisition, tracking invoices/payments, media relations, and general file management
- Assist the Manager of Programming and Marketing & Outreach team in coordinating content for Annual Festival program, publicity/print materials, and media opportunities (including photos, bios, program notes, etc.)
- Work closely with Operations team to ensure in-person and virtual programming is coordinated and delivered smoothly
- Assist the Manager of Programming with year-round programming tasks and administrative duties
- Other duties as assigned



Key Skills and Experience

- Interest in and experience in film festival or media arts programming or related (arts administration, event coordination, media arts study/education and practice)
- Computer literacy and comfort with remote work (Gmail and G Suite for collaborative work, web, Asana, Keela, FilmFreeway, Zoom etc.)
- Highly organized, with strong attention to detail, ability to follow workflows
- Strong team player with a demonstrated ability to work independently
- Exceptional interpersonal and conflict resolution skills
- Strong relationship management skills and ability to represent RPFF effectively to the public
- Ability to multitask and manage competing priorities under pressure, and meet deadlines
- Strong problem-solving skills, ability to take initiative and follow through
- Curious and willing to learn new skills and try new experiences
- 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

How To Apply

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

Please include in the subject line: **ATTN: Hiring Committee – Program Coordinator.**

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.