



Job Posting: Volunteer & Operations 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 Volunteer & Operations Coordinator will recruit, train, and manage volunteers for events such as *Under the Stars* in July, and the annual Film Festival in November. The Volunteer & Operations Coordinator will also assist the Manager of Operations in producing and delivering in-person and virtual programs and film screening. Please note:

- **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 Operations

About the Role

Volunteer Coordination (70%)

- Identify volunteer roles to meet organizational and programming needs
- Plan and implement diverse volunteer outreach and recruitment strategies in collaboration with the Marketing & Outreach team
- Evaluate and select volunteers, updating and maintain volunteer database and volunteer manual
- Organize and deliver volunteer orientation and training sessions, debriefs
- Schedule and coordinate all volunteer shifts; manage and supervise volunteers
- Organize volunteer appreciation activities, including securing volunteer appreciation items
- Work together with Volunteer Assistant (contracted during Festival)

Operations Assistance (30%)

- Assist in event coordination, production, as well as helping to manage print traffic for films and 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 & Outreach team to incorporate graphics and visual assets to screenings
- Provide technical assistance to troubleshoot issues for artists and audience members
- Coordinate accessibility for programming (securing captioning and ASL interpretation)
- Other duties as assigned



Key Skills and Experience

- Strong experience working with volunteers, including recruitment, training, coordination and supervision of volunteers
- Experience in media arts events or related areas (such as arts administration, community arts, stage management, event planning and logistics)
- Experience in event production for both online and in-person events (such as film screenings, conferences, panel discussions, webinars, performances etc.)
- Some experience with online platforms and technology (such as Cinesend, Eventive, Streamyard, Instagram Live or Zoom) or quick to learn new platforms and technologies
- 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 - Volunteer Coordinator" in an email to jobs@rpff.ca.

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