



Job Posting: Manager, Programming

As part of our commitment to values of anti-oppression, 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 an award-winning, community-based, non-profit organization, and Toronto's longest-running, free community film festival.

RPFF's mission is two-fold: to amplify and center marginalized communities and their stories, providing a platform for the work of emerging and established artists, while opening up access to the film and television industry; and to ensure art is free and accessible to everyone, regardless of financial status.

Showcasing local and international works from and about Black, Indigenous and People of Colour (BIPOC) communities, RPFF presents films of all genres that resonate with and relate to the diverse lived experiences of BIPOC communities: films that provide opportunity for in-depth, nuanced discussions, as well as uplifting and joyful films which have a significant impact on a community's growth and prosperity.

In addition to its annual film festival in November, RPFF presents an annual summer film series called Under the Stars; year-round screenings, filmmaking workshops and panels; paid industry internships; and our annual School Program which curates film programmes and lesson plans for local schools.

RPFF's foundational work is in removing barriers: to telling your story and expressing your creativity through a visual medium; to establishing a career in the media industry in front of and behind the scenes; and to experiencing art that can change the way you see yourself and your community.

Founded in 2003 when Regent Park was Canada's oldest public housing neighbourhood, RPFF has remained true to its mission to make art, creativity, and storytelling accessible to everyone, regardless of financial status. While the neighbourhood has evolved and margins are shifting, RPFF works within this dynamism to honour its history and the communities it has collaborated with throughout the years.



About the Position

- **Job Type:** Full-time, one-year contract with opportunity to renew (averaging 40 hours/week, including occasional evenings and weekends)
- **Compensation:** \$55,000 + 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:** March 18, 2024 (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 RPFF 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, including:
 - Films programming: feature films and shorts programmes, including talkbacks and panels
 - Industry programming: workshops, panels, and networking opportunities
 - Emerging Directors' Pitch Competition: screening submissions and working with partners to plan and execute pitch training and the competition
 - School Program: online and in-person program, developing lesson plans and liaising with schools
 - Special exhibitions/projects if applicable
 - Develop programming partnerships and work with community organizations, filmmakers, artists, industry professionals, distributors, producers and programming partners to deliver aforementioned programming

- Represent RPFF 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 and manage 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, including supporting 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
- Some work with Board members to acquire partnerships, while receiving guidance and mentorship

Communications (20%)

- Assist with development of promotional, publicity and marketing materials by writing program descriptions, artistic statements, and coordinating related content based on a marketing 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

- Strong understanding of the Canadian film industry with experience in film festival programming, 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, while managing a Coordinator
- 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, Programming" in an email to **jobs@rpff.ca**.

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

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

Deadline: Friday, February 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.