



Job Posting: Coordinator, 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 its 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

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

This position may be funded by Canada Summer Jobs, so applicants should be aged 15-30 (inclusive), and citizens or permanent residents of Canada.

- **Contract duration:** May 13-December 20, 2024
- **Hours:** Some evenings and weekends required. 8 hours a day for
 - 4 days/week from May 13-September 27
 - 5 days/week from September 30-December 20
- **Compensation:** \$21/hour
- **Place of work:** RPFF office and remote work at home
- **Reports to:** Manager, Programming
- **Start Date:** May 13, 2024

About the Role

- Assist the Manager, Programming with *Under the Stars* tasks such as film and community activities solicitation, collecting marketing assets, and other event logistics
- Assist the Manager, 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, Programming to coordinate and facilitate meetings with the Program Advisory Committees (general and school programming)
- Assist the Manager, 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, Programming in developing and creating School Program lesson plans
- Assist Manager, Programming in planning and coordinating industry programming, securing moderators and panelists and working with industry partners



- Assist Manager, 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, 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, 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 - Coordinator, Programming" in an email to [**jobs@rpff.ca**](mailto:jobs@rpff.ca).

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

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

Deadline: Friday, March 29 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.