



Job Posting: Coordinator, Volunteers & Operations

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 Volunteers & Operations Coordinator will recruit, train, and manage volunteers for RPFF's year-round programming, including *Under the Stars* in July, and our Annual Film Festival in November. They will also assist the Manager, Operations in logistics and production of year-round 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
 - 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, Operations
- **Start Date:** May 13, 2024

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 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 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 - Coordinator, Volunteers & Operations " in an email to jobs@rpff.ca.

Please include in the subject line: **ATTN: Hiring Committee – Coordinator, Volunteers & Operations**

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.