

EVENTS PROJECT COORDINATOR TRAINEE

Reelworld Film Festival

Reelworld Screen Institute

Location: Toronto

Reports to: Development Director, Executive Director

Starts: April 2020

Compensation: \$40,194



This position is based on a grant; the candidate MUST identify as from a First Nation, Métis or Inuit background.

Reelworld:

Reelworld is the only film festival in Canada dedicated to Canadian BIPOC (Black, Indigenous, People of Colour) in screen-based industries. We work hard to help our filmmakers and content creators. We are an established and well-placed festival in the Canadian artistic landscape and have strong contacts with key companies across Canada. Reelworld is an ideal place to build your skills and create positive change.

Job Description:

We are seeking a creative, detailed and organized individual to join our team as an Events Project Coordinator Trainee. This job is a wonderful opportunity to learn about how a film festival works. You will get an opportunity to polish your project skills and learn about marketing, sponsorship, and programming – all aspects of events development. You will work on the creation of our critical path, strategic planning, and learn how we execute our events. The Events Project Coordinator Trainee will help with programs, provide admin support, create project schedules and plans, prepare materials, assist with setup and tear down at events, and undertake project tasks as required, including program evaluation. This role will also support smooth office operations by helping to organize and digitally file documents, assisting with recruitment when necessary, scheduling meetings, and helping to develop and maintain culturally sensitive organizational policies and procedures.

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Events Project Coordinator Trainee Duties:

- Overseeing the critical path
- Helping to execute events
- Assisting with recruitment of volunteers for events
- Learning how to execute social media posts
- Learning how to update website content
- Creating graphics and simple video editing content
- Collecting marketing materials from our sponsors
- Working with publicist to promote the festival and year-round events
- Researching additional In-kind Sponsors
- Helping to prepare monthly newsletters
- Providing admin support
- Helping with setup and tear down at events
- Creating project schedules with the help of Director of Development.
- Responding to our clients' questions and requests.

Requirements:

- **The candidate MUST identify as from a First Nation, Métis or Inuit background.**
- Interest or experience in Marketing, Publicity, Events, Project Management
- Excellent verbal and writing skills
- A self-starter with the ability to prioritize.
- Must be comfortable working a wide range of industry players, including colleagues, senior executives, audience members, partners, or artists.
- Strong interest in film, screen-based media, and social advocacy
- Available to work during normal business hours and on evenings / weekends as required.
- Drivers License an asset

Please send cover letter and resume to HR@reelworld.ca Please clearly indicate the position to which you are applying.