

EVENTS PROJECT COORDINATOR TRAINEE

Reelworld Film Festival
Reelworld Screen Institute

Location: Toronto

Reports to: Development Director, Executive Director

Starts: January 4, 2021

Compensation: \$40,194



The candidate MUST identify as from a First Nation, Métis or Inuit background

Job Description:

We are seeking a creative, dynamic and motivated individual to join our team as a Events Project Coordinator Trainee. If you are a detailed and organized person this job is for you. We are seeking people who are passionate about media screen based arts. Our staff are dedicated to seeing Canadian Indigenous, Black, and People of Colour succeed! 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.

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

Events Project Coordinator Trainee Duties:

- Work with the team to facilitate activities with oversight of Reelworld Partnerships. To help our programs to leverage partnerships effectively, and to demonstrate the partnership effectiveness of each event. Help to oversee and execute the Reelworld Film Festival and Reelworld Screen Institute. Provide admin support, create project schedules and plans, prepare materials, setup and tear down events, and undertake project tasks as required including program evaluation. Help to support smooth office operations by helping to organize and digitally file documents. Maintain organization webpage via Wix, answer and direct incoming inquiries from visitors and filmmakers. Assist with copywriting and recruiting when necessary. Schedule meetings. Assist with developing/maintaining culturally sensitive organizational policies and procedures.
- Coordinate day-to-day relationship with funders & other partnerships; agencies and suppliers. Collect and organize Reelworld and partner assets to ensure deliverables and deadlines are met. Work with the Executive & Development Director to build an annual plan that incorporates all marketing materials. Learn how best to leverage our partnerships to line up with Reelworld priorities. Learn how to create a strategic plan and to develop the Reelworld Membership program, and create new values for existing stakeholders. Attend Industry events where employees will be introduced to key players in the industry, with the opportunity to build relationships with funders & other partnerships; agencies and suppliers.

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
- Ability to prioritize workload and pivot daily workflow as needed
- Can work with various organizational levels, whether that is with colleagues, senior executives, customers, partners, or artists
- A self-starter
- 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.