



## Job Posting – Festival Manager

**Terms:** 43-week annual contract starting September, 35-40 hrs. / wk., \$18-20 / hr. (commensurate with experience)

**Desired Start & Finish Dates:** September 5, 2017 – June 29, 2018

**Reporting:** The Festival Manager is an employee of ReFrame Film Festival, reporting to the ReFrame Executive Director.

ReFrame Film Festival, a social justice festival, is seeking a dedicated individual to join our team and help to ensure the success of the 14<sup>th</sup> annual ReFrame Film Festival and other events. The Festival Manager will be required to work some evenings and weekends, including, but not limited to, January 26–28, 2018.

### **RESPONSIBILITIES:**

- Manage the overall operations and promotion of the ReFrame Film Festival, the ReelKids Film Festival, and other ReFrame events
  - o Execute a timeline and work plan for the hands-on management of both festivals and other events; ensure the festivals operate smoothly and deadlines are met
  - o Oversee the management of venue operations, including working with the staff members of all festival venues
  - o Work within the budget assigned
  - o Strong and effective relationship with the ReFrame Collective
  - o Supervision of temporary and part-time staff
- Write grants and final reports for the 2018/19 fiscal year of ReFrame Film Festival events, including Ontario Arts Council (OAC), Canadian Heritage, City of Peterborough Community grants, and others as identified by ReFrame staff
- Revise, develop, and expand ReFrame databases for management of donor, sponsor, and other information critical to the smooth running of the festival.

### **QUALIFICATIONS:**

- Excellent writing and editing skills
- Experience in preparing grants and budgets
- Competence in Adobe Suite, Photoshop, Illustrator, and In Design; crafting posters, signs, nametags, and newsletters using pre-existing design elements and details
- Ability to work under pressure
- Ability to take direction as needed

- Ability to work independently, to manage extensive task lists, to prioritize, and to communicate effectively
- Demonstrated experience of building strong working relationships with groups such as boards, collectives, partners, sponsors and funders, volunteers, audiences
- Customer service skills – comfort speaking in public, with festival audiences, suppliers, and media partners
- Proficient use of social media, including Facebook, Twitter, Instagram, etc.
- Experience and skill in working collaboratively
- Attention to detail, organized, and punctual
- Excellent phone and email communication skills
- Familiarity with Mac computers and applications

#### **ASSETS:**

- Experience with ReFrame Film Festival or other similar festivals (desirable but not essential)
  - Past experience working with non-profits, charities, social justice, and/or arts organizations
  - Knowledge of Peterborough / Nogjiwanong and relationships/ experience working with community groups, businesses, cultural and social justice communities
  - Knowledge of and passion for film and the art of filmmaking
  - Ability to manage existing pages on Word Press site
    - Ability to design new pages with pleasing layout, readable text, effective hyperlinks, text-wraps, and headings
    - Ability to troubleshoot and address technical problems with web host, server, and functioning of website
  - Proficient use of online forms, email list management, and financial platforms such as Paypal, third-party ticketing agent, and Square Reader
- Familiarity with downloading and transferring various film formats

**Application process: Deadline for application August 4, 2017 at 5:00 p.m.**

This position will be posted until it is filled. Please email or hand-deliver the following:

REFRAME FILM FESTIVAL  
 378 Aylmer St. N  
 K9H 3V8  
 info@reframefilmfestival.ca  
 www.reframefilmfestival.ca

- Cover letter and résumé
- 1 sample of written work that you would like to share with the hiring committee.
- 1 sample of design work if applicable.
- The name of two professional references.

***We thank all applicants for their interest; however, only those selected by the hiring committee will be contacted for an interview.***