

TECHNICAL COORDINATOR (IN-PERSON PROGRAMS)

POSITION OVERVIEW

The 18th annual ReFrame Film Festival will take place January 27 – February 4, 2022 and will include a weekend of in-person screenings and events (contingent on Public Health requirements), and a concurrent lineup of on-demand virtual programs. To support festival planning and operations, ReFrame is seeking a Technical Coordinator (In-Person Programs) to join our team and help ensure the success of the 2022 festival season.

Reporting to the Festival and Creative Directors, the Technical Coordinator (In-Person Programs) is a central member of the team who supports many aspects of ReFrame operations, including: planning, coordination and supervision of the projection team at all in-person festival venues; coordinating print and media traffic for in-person festival programs and events; ensuring that technical specifications and equipment are met and in place for the smooth presentation of films at in-person festival programs and events; organizing and preparing combos / playlists for presentation during in-person festival programs and events, performing all necessary testing at in-person venues, and serving as the primary point of contact for all technical issues arising at in-person venues through the festival dates.

This is a dynamic seasonal role that requires the ability to balance competing priorities and tight deadlines. Availability for occasional evening and weekend work is a requirement of this position. While this is a primarily remote position due to the pandemic, the Technical Coordinator (In-Person Programs) should be local to the Peterborough region and must be available in-person through the festival dates, January 27 – February 4, 2022. The duration of this contract is November 2021 to early-February 2022 at a rate of \$23 / hour, beginning at 20 hours / week, increasing to 35 hours / week closer to the festival dates.

DUTIES & RESPONSIBILITIES

- Communicate with filmmakers / distributors of in-person festival films regarding media delivery and required formats, ensuring that submissions are received on time; organize, manage and track incoming media deliverables in a master spreadsheet / database;

organize incoming hard copy / downloadable festival media in coordination with Creative Director and Technical Coordinator (Virtual Programs)

- Ensure that all format requirements are met, and all films / media for in-person presentation are fully previewed ahead of festival programs and events, promptly communicating any issues to filmmakers / distributors, ordering replacement media as needed; return any and all physical media to filmmakers / distributors in a timely fashion
- Inventory, assemble and test all technical equipment required for in-person festival programs / events; coordinate with venue technicians to ensure all equipment needs are met; research and source additional equipment as required
- Assemble media combos / playlists for projection at in-person festival programs and events, including festival branding, pre-show sponsor reels, etc., create multiple backups for each venue; coordinate with venue technicians and conduct on-site projection tests / dress rehearsals ahead of in-person festival events
- Coordinate and train the festival projection team on the use of all technical equipment required for in-person festival programs and events
- Work with the Technical Coordinator (Virtual Programs) to facilitate and provide support for all in-person livestreamed events (i.e. Q&As, panel discussions, etc.); supervise load-in / load-out at in-person festival venues, ensuring all technical equipment arrives on-time and in the correct locations; overseeing all equipment, supervising and providing support to the projection teams at each venue throughout in-person festival dates
- Following the end of in-person festival programming, work with the Technical Coordinator (Virtual Programs) to provide audience support (via email) for virtual festival programs and events through the remainder of the festival dates
- Working with the Technical Coordinator (Virtual Programs), prepare and present a detailed postmortem technical report to the Festival and Creative Directors

DESIRED QUALIFICATIONS

- Post-secondary degree / diploma and 1-3 years' experience in media / event production, filmmaking, and / or project management, or an equivalent combination of education and experience

- Excellent written and verbal communications skills; highly organized, with the ability to juggle competing priorities; attention to detail and a concern for accuracy; a team player who can also work independently, efficiently, and under tight deadlines
- Tactful and diplomatic, able to work calmly under pressure; a resourceful, creative thinker who values collaboration
- Proficient in the use of G Suite, Microsoft Office products, macOS, WordPress, Adobe Creative Cloud applications (especially Photoshop, InDesign, Illustrator and Media Encoder); working knowledge of a wide variety of film / video formats; able to quickly learn new software as needed (e.g. Eventive Virtual, Airtable); working knowledge of film / video formats

APPLICATION PROCESS

Qualified applicants should submit their resume and cover letter as one document to info@reframefilmfestival.ca with “Technical Coordinator (In-Person Programs)” in the subject heading. Applications must be submitted no later than 9:00AM on November 10, 2021. We thank all applicants for taking the time to apply. Only those selected for an interview will be contacted.

As an employer committed to employment equity, ReFrame encourages applications from members of equity-seeking communities including women, racialized and indigenous persons, persons with disabilities, and persons of all sexual orientations and gender identities / expressions.

As a condition of employment, all ReFrame staff and volunteers must be fully vaccinated against COVID-19. The successful candidate will be required to present proof and attest that they have received a complete series of a Health Canada-approved COVID-19 vaccine, or proof of a valid medical exemption.