

FESTIVAL DIRECTOR

JOB POSTING

ABOUT REFRAME

The ReFrame Film Festival is a community celebration of documentary film and media art, with a lens on social and environmental justice. We aim to build socially active, engaged community audiences through the curated presentation of documentary film and media art.

Based in Peterborough, Ontario, ReFrame is entering its 19th season of presenting the year's best social and environmental justice documentaries from across Canada and around the world. The annual Festival is held in late-January at venues in Downtown Peterborough, as well as virtually in the ReFrame Virtual Theatre. Throughout the year, ReFrame also collaborates with local partners on community screenings and professional development opportunities for the region's growing filmmaking community.

ReFrame is now accepting applications for the position of Festival Director for the upcoming festival season.

POSITION OVERVIEW

ReFrame Film Festival operations are carried out under the direction and supervision of a two person team, consisting of the Festival Director (FD) and the Creative Director (CD). While each is responsible for different aspects of the organization, the FD and CD work closely together to ensure the financial viability and artistic relevance of the annual ReFrame Film Festival, as well as all non-festival events and programs throughout the year. Both the FD and CD report directly to the Board of Directors.

The Festival Director is the lead administrator of the ReFrame Film Festival, and is responsible for overseeing the finances and logistics of ReFrame operations, leading the organization's fundraising and development efforts, building community partnerships, supporting the organization's marketing and outreach initiatives, working with the Board to set organizational policy, and overseeing the recruitment and involvement of contract staff and volunteers.

DUTIES & RESPONSIBILITIES

The Festival Director's detailed responsibilities include:

- Providing leadership in all aspects of the organization, ensuring that the work carried out by staff and volunteers is consistent with ReFrame's [Vision, Mission, and Values](#), and that the organization remains on pace to achieving the goals outlined in our [Strategic Plan](#);
- Ensuring the overall financial stability of the organization, serving as signing authority on all contracts and payables; sitting on the Finance Committee; developing and monitoring the annual budget with input and support from the CD and Financial Controller;
- Leading the research, writing and reporting processes on all existing operating and project grants in consultation with the CD; investigating and applying for future funding opportunities;
- Securing financial and in-kind support from festival sponsors, community partners and advertisers;
- Organizing festival ticket sales, both online and in-person, as applicable;
- With the Financial Controller and Treasurer, overseeing cash handling procedures throughout the festival and other in-person events; maintaining thorough financial records, and preparing documentation for tax filings; coordinating annual financial reviews with contracted accounting firm;
- With the CD, hiring and supervising seasonal staff and short-term contractors (designers, web developers, projectionists, festival assistants, etc.)
- With the CD, establishing the scope and delivery format of the annual festival (either in person, virtual, or both), as well as all non-festival events held throughout the year; overseeing all event logistics, ensuring adequate volunteer and staff coverage
- Negotiating rental agreements and contract details with our commercial landlord and all ReFrame venue partners;

- Stewarding relationships with stakeholder groups (Community Partners and individual donors; funders, foundations and other grant-makers; media partners, City officials, and volunteers; ticket holders and the audience at large); issuing charitable tax receipts and ensuring proper donor recognition with the support of the Board;
- With the CD, overseeing the publicity and promotion of the festival, including development of the festival catalogue, posters, tickets, swag items and other promotional materials; managing and updating the ReFrame website, and maintaining the relationship with ReFrame's contract Web Developer; producing content for the ReFrame newsletter and maintaining its subscriber base; supporting the CD in updating our social media presence, drafting and distributing press releases, and arranging media appearances;
- Managing the local and cloud server infrastructure for all ReFrame files and digital assets; overseeing access permissions and managing user accounts; managing the use of and access to client / stakeholder lists, and donor information; maintaining ReFrame's current database / relationship management system (currently built on Airtable), or investigating and evaluating other paid alternatives;
- Attending all Board meetings to provide a monthly Festival Director's report; in addition to the Finance Committee, sitting on the Nominating, Development and Governance Committees; assisting with other Board committee work as required;
- Compiling festival statistics, analyzing year-over-year trends, preparing interim and final grant reports, leading the development of the ReFrame Annual Report, and presenting findings to the Board and other stakeholder groups as required

DESIRED QUALIFICATIONS

- Post-secondary degree / diploma in a field related to non-profit, business or project management; or an equivalent combination of education and experience;
- 3-5 years' demonstrated experience in a project coordination, event production, or fundraising capacity, preferably in a non-profit / charitable / arts environment; experience delegating tasks and supervising staff and / or volunteers;

- Excellent written and verbal communication skills; able to effectively manage time spent on projects; highly organized, with the ability to juggle multiple competing priorities; attention to detail and a concern for accuracy;
- Experience writing government and / or foundation grant applications, with a proven record of success;
- Community-minded, with an ability to build relationships and meaningfully engage a wide range of stakeholders in the work of ReFrame;
- Ability to troubleshoot technical issues, and to tactfully resolve conflicts with diplomacy and discretion; able to work calmly under pressure; a creative thinker who is resourceful in solving problems, and values collaboration with volunteers and community partners;
- Ability to foster a productive and safe working environment for staff and volunteers; able to delegate and supervise when necessary; experience working with Boards is a definite asset;
- A team player who can also work independently, efficiently, and under tight deadlines;
- Proficient in the use of G Suite and Microsoft Office products; functional understanding of MacOS and related Apple products; familiar with admin functions in a WordPress environment; working knowledge of Adobe Creative Cloud applications (especially Photoshop, InDesign, and Illustrator); experience working with Airtable, and various film / media formats is a definite asset; able to quickly learn new software / tools as needed.

SALARY RANGE

\$48,500 to \$52,100, depending on experience and qualifications.

A benefits package for the Festival Director position is currently under consideration.

APPLICATION PROCESS

Qualified applicants should submit their resume and cover letter as one document to careers@reframefilmfestival.ca with “Festival Director” in the subject heading.

Applications will be accepted until Friday September 2, 2022 at 11:59PM.

As an employer committed to employment equity, ReFrame strongly 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.

We sincerely thank all applicants for taking the time to apply. Please be advised though that only those selected for an interview will be contacted.