



JOB OPENING — Communications Assistant

Join a dynamic team with a passion for culture!

Organised as part of the **Montreal International Documentary Festival (RIDM)**, and founded in collaboration with DOC Québec, **Forum RIDM** is intended to stimulate national and international production and distribution of independent documentaries by promoting the exchange of information and meetings between a large number of professionals working in the documentary industry. Every year, the event, attended by the most influential industry representatives, draws over 400 professionals interested in innovative projects and the issues currently facing documentary makers. Forum RIDM offers an intensive program of professional workshops, lectures, roundtables and networking activities that focus on training, discussion and sharing of knowledge among the various players in the industry. **The 20th annual Forum RIDM will take place from November 22 to 27, 2024.**

Job description

The Forum Communications Assistant works with the Communications team, under the supervision of the Communications Director, to ensure the Forum's visibility across all points of outreach.

Main duties

- Participating in the development of communications and marketing strategies in collaboration with the Communications Director;
- Implementing communications and marketing strategies;
- Establishing an editorial calendar of publications (social networks and newsletter);
- Manage the Forum social networks (Facebook, Twitter, Instagram, LinkedIn, YouTube, Vimeo): writing, creation of visuals, reels, stories, translation and planning of publications;
- Ensuring adherence to visibility agreements with Forum partners in collaboration with the Director of Partnerships;
- Animating social networks in real time during the Forum and special events;
- Writing and sending out newsletters according to the editorial calendar;

- Updating and maintaining the website;
- Participating in the writing of press releases;
- Performing exhaustive information monitoring (cultural and documentary news as well as activities of Forum's partners);
- Producing analytical reports (social networks, newsletter, website);
- Supporting the Communications Director in dealing with various service providers (graphic designers, partners, translators, suppliers, printers, etc.);
- Supporting the Communications Director in the production of promotional tools and organization of special events;
- Staying up-to-date on social networking trends;
- Participating in team meetings;
- And all other related tasks.

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Desired qualities and skills

- Experience in social media management and communications coordination
- Excellent French writing and speaking skills
- Good English writing and speaking skills
- Organizational skills
- Autonomy, drive and resourcefulness
- A good tolerance for stress
- Knowledge of Google and Office Suites
- Knowledge of Meta Business Suite
- Knowledge of MailChimp
- Knowledge of In Design

Assets: Knowledge of Asana, Mac environment and Linktree, social media management platform.

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Employment conditions

Location: 5333 Casgrain Ave., suite 1109, Montreal, Quebec

Schedule: Availability for a 40-hour week, Monday to Friday, 9am to 6pm (flexible); evening or weekend work required on occasion. Full availability required during the festival, including weekends (November 21 to December 1, 2024).

Duration: June 3 to December 13, 2024

Salary: \$18.72 an hour

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Candidates must be eligible for an Emploi-Québec wage subsidy.

To find out if you are eligible for an Emploi-Québec subsidy, simply [find your local office](#) and select the "employment assistance" service. An agent will be able to confirm whether the subsidy applies to your situation and provide you with a letter of eligibility, if applicable.

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To apply

Send a letter of intent, your CV (without photo or date of birth) and your letter of admission to Emploi-Québec's wage subsidy program by e-mail to Fanny Dupond, Director of Communications, communications@ridm.ca **before April 26, 2024** at midnight.

Please use the subject line: "FORUM Communications Assistant - Your first and last name".

RIDM is committed to the principle of employment equity and encourages applications from Aboriginal peoples, visible minorities, people with disabilities and people of all sexual orientations and gender identities.

Only those selected for an interview will be contacted.