



JOB OPENING — Programming Assistant

Join a dynamic team with a passion for culture!

The only festival in Quebec entirely devoted to documentaries, the **Montreal International Documentary Festival (RIDM)** presents the best reality-based films by established filmmakers and the most promising new talents. Each November, the RIDM screens more than 100 films from Canada and around the world, and hosts a dozen complementary activities, including workshops, master classes, debates and round tables. During the festival the RIDM also presents a documentary market, **Forum RIDM**. The 23rd annual RIDM will take place from November 12 to 20, 2020.

Job description The Programming Assistant helps the festival's programming department in its everyday activities, under the supervision of the Programming Manager.

Primary duties

- Participate in following up on selected films (entering films in the Zone Festival database, writing selection letters, receiving licenses and promotional items for the catalogue and website) for the festival and the organization's year round initiatives
- Help follow up with the rights holders of the films selected
- In collaboration with the Director of Administration, follow up on rights holders' invoices
- Participate in creating programs and activities in Zone Festival
- Obtain links to films identified by the programming committee
- Coordinate team screening sessions

- Participate in the production and review of website sections related to programming
- Identify excerpts of films in the official selection for the festival's promo trailer and excerpt trailer
- Edit and/or help edit excerpt trailers
- Help coordinate the online posting of selected films on the festival's VOD platform
- Produce DVD copies of certain films for the audience development team*
- Assist in closing the call for submissions
- Assist the Print Traffic Coordinator in follow-ups, in the circulation of physical prints of films during the festival and in receiving and returning copies of films*
- Support guest services activities
- Distribute and post film posters at festival venues*
- Present films and moderate Q&A sessions, if needed
- Monitor the festival's email account, info@ridm.ca

Terms of employment

<i>Location</i>	5333 av. Casgrain, suite 1109, Montreal, Quebec**
<i>Hours</i>	40 hours/week , Monday to Friday, 9 a.m. to 6 p.m. (flexible); evening or weekend work required occasionally. Full availability required during the festival, including weekends (November 12 to 22, 2020).
<i>Duration</i>	June 1, 2020 to December 18, 2020 (30 weeks).
<i>Pay</i>	\$14/hour

* Due to the situation with COVID-19, some tasks may be subject to change, depending on how the festival is run in November.

**It is also possible that the position will begin remotely and remain remote indefinitely.

Qualities and skills

- Strong written and spoken French and English
- Well organized
- Able to work under pressure
- Independent, dynamic, resourceful
- Tolerance for stress
- Knowledge of the major video and audio formats an asset
- Knowledge of film editing and postproduction an asset
- Knowledge of the Office suite and the Mac environment
- Experience with database software an asset

Candidates must be eligible for Emploi-Québec wage subsidies. Applications must include proof of eligibility to be considered.

To APPLY, send your cover letter and CV (without photo or date of birth) and letter of acceptance to the Emploi-Québec wage subsidy program by email to **Deborah Maarek, Programming Manager** (dmaarek@ridm.ca) by May 9, 2020 at midnight. Please use the subject line "Programming Assistant – your name"

We fully embrace the principles of employment equity for designated groups. Our goal is to cultivate an innovative, open working environment where employees and contractors are valued and respected.

Only those applicants selected for an interview will be contacted.