



JOB OPENING — Forum RIDM Assistant

Join a dynamic team with a passion for culture!

The 16th annual [Forum RIDM](#) will take place this November 14 to 18 during the [Montreal International Documentary Festival](#). Forum RIDM is aimed at stimulating the Canadian and international production and distribution of independent documentaries, by facilitating information exchanges and networking among participants in the documentary industry. For five days, round tables, presentations and workshops exploring a variety of current issues will bring together more than 300 directors, producers, broadcasters and distributors.

Job description Reporting to the Project Manager, the assistant provides support for communications, partnerships and logistics for the production of the 16th annual Forum RIDM.

Primary duties
Partnerships & Administration (40%)

- Develop and follow up on new partnerships (agreements, visibility exchanges, etc.)
- Help with funding applications and reports
- Monitor and apply agreements on all Forum RIDM visibility platforms
- Help coordinate graphic resources (slides, festival and partner trailers, posters, banners) and promotional materials for partner events and activities

Communications (40%)

- Write newsletters and other promotional content
- Help with the coordination and updating of the website and the official launch of the Forum program
- Conduct exhaustive monitoring of professional news in the documentary sector

- Participate in developing the digital strategy for showcasing partners
- Obtain the material (text and photos from panellists and decision makers) needed for the Forum RIDM catalogue
- Coordinate online content postings with the Social Media Manager
- Help establish graphic design needs and update the list of graphic productions for the Forum
- Manage invitations and mailings
- Update guest and contact lists
- Promote Forum RIDM activities to professional associations and partners

*Logistique & Production
(20%)*

- Help prepare documents related to event logistics
- Prepare technical procedures (cues, slides, banners) for the various events (presentations, Talent Lab, receptions)
- Help follow up on registrations and communicate with participants
- Help update needs and content for the Forum based on data from Zone Festival
- Support activities development
- Support the on-site production team during the event*
- Welcome participants and partners during the event and ensure the smooth operation of activities in collaboration with the on-site team and volunteers.*

* 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.

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 8, 2020 to January 15, 2021 (30 weeks).
<i>Pay</i>	\$14/hour

- Qualities and skills**
- Strong written and spoken French and English
 - Good team worker
 - Ability to plan, organize, coordinate
 - Personable, autonomous, dynamic and resourceful
 - Tactful and diplomatic
 - Problem-solver
 - Ability to adapt with minimal supervision
 - Tolerance for stress
 - Experience in film/documentary production an asset
 - Knowledge of the Mac environment an asset
 - Knowledge of Keynote and the Adobe creative suite (Indesign, Photoshop) an asset
 - Knowledge of Zone Festival or database applications an asset
 - Experience updating websites using a CMS an asset

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 **Ananda Nicolaïeff, Project Manager (anicolaieff@ridm.ca)** by May 17, 2020 at midnight. Please use the subject line “**Forum RIDM 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.