



JOB OPENING — Communications 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 Communications Assistant works with the communications team and partners under the direct supervision of the Communications Manager in order to maintain the festival's visibility on all platforms.

Primary duties
Communications & Marketing

- Write newsletters and other promotional content
- Help with posting content to the festival's website
- Coordinate production of the festival's official radio promo clip
- Coordinate production of the festival's official promo trailer for television
- Help design visual materials
- Conduct exhaustive monitoring of film and documentary news
- Help deal with outside translators
- Correspond with the festival's various communications contractors
- Coordinate distribution to communication platforms

- Coordinate content postings with the Social Media Manager
- Manage invitations to the press conference, opening night and closing night
- Update contact and guest lists
- Help with calls for tenders from different sources
- Participate in developing festival merchandise
- Produce ads for partners

*Organizational support
for special events*

- Provide logistical support for special events
- Plan the technical procedures for press conferences, opening night and closing night in collaboration with the Communications Director, production team and partners
- Coordinate graphic resources (slides, festival and partner trailers, posters, banners) and promotional materials for partner events and activities
- Prepare technical procedures for special events, and on-site tests with projectionists.

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

* 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
 - Good team worker
 - Ability to plan, organize, coordinate
 - Resourceful, independent, dynamic and versatile
 - Tactful and diplomatic
 - Oriented to problem-solving and results
 - Good at managing priorities
 - Ability to adapt with minimal supervision
 - Strong learner
 - Tolerance for stress
 - Google Sheets and Google Documents skills an asset
 - Knowledge of Keynote and the Adobe creative suite (Indesign, Photoshop) an asset
 - Knowledge of the Mac environment an asset
 - Experience updating websites using a CMS 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 **Catherine Bernard, Communications Manager** (cbernard@ridm.ca) by May 17, 2020 at midnight. Please use the subject line "Communications 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.