



JOB OPENING Direction Forum RIDM

Join a dynamic team with a passion for culture!

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

Job description

The Forum RIDM director manages the professional market's various activities and events, assisted by the Forum coordinator, and reporting to the festival's executive director. The ideal candidate is passionate about documentary filmmaking, is aware of current issues within the industry and knows how to bring professionals together in order to foster collaborations that will lead to the production of documentaries in all their various forms.

Primary duties

- Supervising the Forum RIDM coordinator as well as the Forum assistant;
- Developing, curating and planning conferences and various activities as well as networking events for the Forum RIDM and its year-round activities;
- Meeting and consulting with industry professionals, associations and community groups in order to develop Forum RIDM events;
- Communicating regularly with various industry representatives and event guests;
- Following-up with external collaborators on the creative content of

of various activities;

- Participate in the writing of various documents related to the Forum RIDM activities and reviewing communication tools;
- Participating in the writing of the Forum RIDM catalog and press releases;
- Supervising calls for submissions for various activities;
- Working in close collaboration with the RIDM programming team;
- Planning and overseeing the Forum RIDM schedule;
- Representing the Forum RIDM and scouting potential panelists and experts at other festivals and markets;
- Following industry trends and activities on local, national and international levels;
- Writing grant proposals;
- Writing requested reports and participating in data collection before the end of the contract;
- Managing and following the allotted Forum RIDM budget at all times and in collaboration with the general director and administrative director;
- Speaking at the festival’s press conference, presenting the Forum RIDM and giving interviews to the media;
- Being present for the duration of Forum RIDM.

Terms of employment

Location **5333 av. Casgrain, suite 1109, Montreal (Quebec)****

Hours Average of **35 hours weekly**, from **Monday to Friday**
Flexible hours and the possibility of working remotely

Duration of the contract February **7 to December 17, 2022** with the possibility of renewal

Salary Starting at 21.30\$ an hour, depending on experience

***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

- Good written and spoken French, and functional English;
- Good organizational skills;
- Detail oriented;
- Good team worker;
- Ability to plan, organize, coordinate;
- Resourceful, independent, dynamic and versatile;
- Oriented to problem-solving and results;
- Good at managing priorities;
- Ability to adapt with minimal supervision;
- Tolerance for stress.

Specific

- Knowledge of the local documentary industry (essential);
- knowledge of the national and international documentary industry (an asset).

To APPLY, send :

- a cover letter
- your curriculum vitae (without photo or date of birth)

by email to **Marc Gauthier, Executive Director (mgauthier@ridm.ca)**, by **January 20, 2022 at midnight**.

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.