



CONTRACTUAL POSITION OFFER Logistics and Hospitality Coordinator

Join a dynamic team with a passion for culture!

Quebec's first festival entirely devoted to documentaries, the **Montreal International Documentary Festival (RIDM)** presents the best in non-fiction 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 25th annual RIDM will take place from November 17 to 27, 2022.**

Job description

Under the joint supervision of the Programming Manager and the Forum RIDM Coordinator, the **Logistics and Hospitality Coordinator** is responsible for organizing the transportation and accommodation of the festival's guests coming from outside of Montreal as well as the establishment of a hospitality structure (communications and orientation) for local and international guests during the festival (jury members, filmmakers, and industry professionals). He/she will prepare the schedules of each guest including their screenings, meals and special activities, and they will ensure that their stays run smoothly.

Primary duties

- Ensure the follow-ups of the invitations (confirmation of the dates of attendance of the guests, means of transport, support for accommodation via our Zone Festival database);
- Development of the tools needed to follow up on invitations (standard letters; forms; database management tools; website updates);
- Following up on the allocated budget (with the administration department, the programming manager and the Forum RIDM coordinator), respecting the budgets allocated to each activity;

Primary duties (cont.)

- Book plane/train tickets and accommodation for guests coming from outside of Montreal;
- Set up the hospitality structure (communication tools and guest guide);
- Coordinate the allocation of accreditations in conjunction with the ticket office manager;
- If applicable, supervise the work of the hospitality intern;
- Supervise the work of three jury guides;
- Organize local travel for guests;
- Help out with the organization of activities with guests;
- Help the Transport Manager with the schedule of drivers;
- Help out with the coordination of press meetings for guests;
- Be the main point of contact for guests;
- Write a report and participate in the final assessment of the festival.

Terms of employment

Location	5333 av. Casgrain, suite 1109 , Montreal, Quebec H2T 1X3 **
Hours	Part-time until August 19 2022. Average of 28h/week from August 22 to September 30. Average of 35h/week from 3 octobre 2022. Full availability required during the festival, including weekends (November 17 to 27, 2022)
Duration	As early as possible until December 2, 2022 (light workload until July)
Salary	Flat rate of 7000\$

***Due to the situation with COVID-19, some tasks may be subject to change, depending on how the festival is run in November. **Depending on the evolution of the health measures put in place by the government, it is possible that the position will be face-to-face or teleworking.**

Qualities and skills

- Good written and spoken French and English;
- Knowledge in CMS; databases (Zone Festival); suite Google docs; publipostage;
- Resourceful, independent, dynamic and versatile;
- Ability to learn fast;
- Tolerance for stress;
- Good at managing priorities;
- Tact and diplomatic;
- Ability to delegate and supervise a small team (an intern and three jury guides);
- Good team worker

To **APPLY**, send your cover letter and CV (without photo or date of birth) by email to **Marc Gauthier, Executive Director (mgauthier@ridm.ca)** by **Monday July 11, 2022 at 5 p.m.**

Please use the subject line : “Logistics and Hospitality Coordinator – your name”

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

Only those applicants selected for an interview will be contacted.