



CONTRACTUAL POSITION OFFER Publications 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

The publications coordinator works jointly with the communication, sponsorship and programming departments in order to ensure the elaboration and delivery of the festival and professional market catalogs. This person coordinates the different steps of production, helps with the content correction, ensures the deadlines are met and is in charge of the quality control.

Primary duties

- Coordinate and collect content for the RIDM and Forum RIDM catalogs;
- Proofreading some of the content;
- Establish and track each page;
- Ensure the follow-up with the programming department;
- Ensure the follow-up with the editors, translators, correctors;
- Ensure the follow-up with the graphic designer on the integration of content;
- Ensure the follow-up on advertising placement and sponsors visibility with the sponsorship team;
- Follow up with all the contributors to have them review the integrated content that concerns them;

- Proofread and correct final tests;
- Coordinate and follow up with the editor;
- Make corrections to Zone Festival, and revise other promotional tools.

Terms of employment

Location	5333 av. Casgrain, suite 1109, Montréal, Québec**
Hours	Part-time at first (about 4 weeks), then full-time. Flexible hours and possibility ou teleworking.
Duration	July 18 to October 15, 2022

***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;
- Good organizational skills;
- Detail oriented;
- Good team worker;
- Ability to plan, organize, coordinate;
- Resourceful, independent, dynamic and versatile;
- Knowledge in print production an asset;
- Oriented to problem-solving and results;
- Good at managing priorities;
- Ability to adapt with minimal supervision;
- Tolerance for stress;
- Google Sheets and Google Documents skills an asset;
- Experience with Zonefest an asset;

To APPLY, send your cover letter and CV (without photo or date of birth) by email to **Lucie Romano, Communications Director (lromano@ridm.ca)** by **Friday June 24, 2022 at midnight**. Please use the subject line "Publications 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.