



JOB OPENING

Forum RIDM Coordinating Assistant

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 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

The Forum RIDM Coordinating Assistant works with the Forum RIDM team, production team and RIDM team at large under the direct supervision of the Forum RIDM Director, to ensure logistics and coordination of Forum RIDM events.

Primary duties

- Being present during the event and ensuring the proper conduct of activities in collaboration with the Forum RIDM team and the RIDM team;
- Ensuring follow-up with external collaborators on various activities;
- Providing support for the development of activities for the Forum's target audience;
- Assisting the production department with logistics for activities as to ensure the smooth running of events (virtual rooms, schedules, technical needs, photos and videos);
- Assisting in the preparation of all documents related to the logistics of the event (schedules, project descriptions, roadmaps, proceedings etc.);
- Participating in the creation of schedules for guests and the Face-to-Face;

- Ensuring that the database is kept up to date with contact information;
- Compiling data for various reports with the Forum Coordinator;
- Assisting in the implementation of the various calls for projects;
- Assisting in updating the Forum RIDM registration forms;
- Ensuring regular communication with other departments;
- Answering general questions about the RIDM Forum by phone and email;
- Any other related tasks.

Terms of employment

Location **5333 av. Casgrain, suite 1109, Montréal, Québec****

Hours **35 hours/week**, Monday to Friday, 9 a.m. to 5 p.m. (flexible); evening or weekend work required occasionally. Full availability required during the festival, including weekends (November 17-27, 2022).

Duration **as soon as possible to December 16, 2022**

Salary **\$17 per hour**

***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;
- Ability to plan, organize, coordinate;
- Resourcefulness, autonomy, curiosity, initiative and interpersonal skills;
- Ability to work as part of a team;
- Autonomy, rigor and sense of responsibility;
- Oriented to problem-solving and results;

- Good at managing priorities;
- Ability to adapt quickly to changing priorities with minimal supervision;
- Tolerance for stress;
- Experience in event management, ideally in festivals;
- Good knowledge of Zoom and computer skills an asset;
- Good knowledge of Google and Office suite, website and newsletter management software and databases an asset;
- Knowledge of the national and international documentary industry, an asset.

To **APPLY**, send by email your:

- cover letter
- CV (without photo or date of birth)

To **Susanna Fernandez, Forum RIDM Director (sfernandez@ridm.ca)** by **September 16, 2022 at midnight**. Please use the subject line “Forum Coordinating Assistant – 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.