



## **JOB OPENING** **PARTNERSHIPS COORDINATOR**

**Join a dynamic team with a passion for culture!**

As the first Quebec festival entirely dedicated to documentaries, the Montreal International Documentary Festival (RIDM) presents the best reality-based films by both acclaimed filmmakers and promising new talents. Every year come November, the RIDM screens over 100 homegrown and international films, and hosts a plethora of parallel activities such as workshops, masterclasses, debates and roundtables. **The 25<sup>th</sup> edition of the RIDM will take place from November 10 to 20, 2022.**

**Description** Working in tandem with several festival departments, **the Partnerships Coordinator** reports to the Director of Partnerships. This person is responsible for the development and establishment of various partnerships: institutional (consulates, embassies, cultural institutes), academic (university research chairs), media, etc. The selected candidate will be tasked with seeking out potential partners, strengthening ties with existing partners and coordinating the various steps involved in developing partnerships.

**Primary duties**

- Manage (solicitations, negotiations, agreements, visibility follow-ups, send-out of materials and favours, invoicing) funding and partnership requests with consulates, embassies, institutions, and universities as they relate to our programming axes (RIDM and RIDM Forum) as well as the participation of special guests;
- Participate in the design of parallel activities (discussions and roundtables): Logistics, coordination and sourcing of speakers. Write copy related to these activities;
- Participate in the development of our digital strategy to showcase partners;

- Contact and manage communications with Quebec production and distribution companies in order to plan special evening events and activities;
- Proofread various communications pieces when necessary (press releases, newsletters, etc.)
- Support the rollout of the festival schedule;
- Participate in the launch of the website;
- Participate in the proofreading of the website as well as any edits to be made in Zone Festival, as well as reviewing other promotional tools;
- Follow-up on partner-related communications during the production of publications (catalog and schedule);
- Participate in devising the press conference, and opening and closing night proceedings in collaboration with the communications and production teams;
- Track partner visibility features on social media, in print and at festival venues;
- Prepare technical workflows for various special events as well as on-site run-throughs;
- Any other related tasks.

## Terms of employment

<i>Location</i>	<b>5333 Casgrain Avenue, suite 1109, Montreal (Quebec) H2T 1X3**</b>
<i>Hours</i>	3 days/week, 14 hours (for 10 weeks — March 14 to May 20, 2022) 5 days/week, 35 hours (for 30 weeks — May 23 to December 16, 2022) Evening or weekend work occasionally required. Full availability required during the festival, including weekends (November 10 to 20, 2022)
<i>Duration</i>	March 14 to December 16, 2022
<i>Pay</i>	starting at \$18/hour (negotiable according to experience)

\*Due to the ongoing situation with COVID-19, some tasks may be subject to change, depending on how the festival is held in November. \*\* It is possible that the onboarding take place remotely, and for an unspecified amount of time.

## QUALITIES AND SKILLSET

- Spoken French and English; a third language would be a plus;
- Familiarity with Quebec's university landscape;
- Strong writing skills in French and functional in English;
- Interpersonal and negotiation skills;
- Very good organizational skills;
- Detail oriented;
- Ability to work well as part of a team;
- Ability to plan, organize, coordinate;
- Autonomy, drive, rigour and sense of responsibility;
- Tactful and diplomatic;
- A results-oriented problem solver;
- Strong priority management;
- Ability to adapt quickly to shifting priorities with minimal supervision;
- Ability to handle and manage stress;
- Proficiency with Google Sheets and Google Document;
- Interest in documentary filmmaking would be an asset;
- Experience with updating websites and knowledge of Zone Festival would be a plus;
- Familiarity with Mac operating systems would be an asset.

### To apply, please send:

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

**by email to Laurence Blais, Director of Partnerships (lblais@ridm.ca) by midnight on February 20, 2022 at the latest. Please use the subject line "PARTNERSHIPS COORDINATOR – Your Name"**

*The RIDM is committed to employment equity and encourages applications from indigenous people, visible minorities, people with disabilities and persons of any sexual orientation and gender identity.*

Only applicants selected for an interview will be contacted.