



2024

## **JOB OPENING**

### **PARTNERSHIPS ASSISTANT**

#### **Join a dynamic team passionate about 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, RIDM screens a selection of about a hundred local and international films, complemented by a variety of activities including workshops, master classes, debates, and panels. The 27th edition of RIDM is set to run from November 21 to December 1, 2024.

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#### **Job Description**

Positioned at the crossroads of several departments within the festival, the **Partnerships Assistant** works under the supervision of the Director of Partnerships. This role is responsible for developing and realizing various partnerships related to programming, audience development, production, and Forum RIDM. The selected candidate will be tasked with identifying new potential partners, strengthening relationships with current partners, and ensuring proper management of follow-ups.

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#### **Primary duties**

- Manage (outreach, negotiations, agreements, visibility follow-up, sending of materials and complimentary tickets, invoicing) partnership requests related to RIDM programming, with festivals, universities, media, restaurants, and for guest gift bags;
- Oversee partnership follow-ups with educational institutions, associations, and community entities, supporting the Audience Development Manager;
- Contribute to developing the digital strategy to highlight partners;
- Ensure partner visibility on social media, in print tools, and at festival venues;
- Make sure deadlines are met;
- Assist with uploading and coordinating content on the festival's website and digital platform;
- Participate in the website revision and corrections on Zone Festival and reviews of any other promotional tools;
- Follow up on partnership communications when setting up the program;
- Help design the flow of press conferences, opening, and closing nights in collaboration with the communications team and production team;
- Provide support for the logistics of special events;
- Coordinate graphic materials (slides, festival and partner trailers, posters, banners) and promotional items for special events;
- Update guest/contact lists;
- Support the sending of accreditations and complimentary tickets to partners;
- Manage RSVPs for various events;
- Handle partner acknowledgments;
- Archive RIDM and Forum RIDM agreements;
- Participate in drafting post-festival reports and assessments;
- Any other related tasks.

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## Terms of Employment

**Location :** 5333 Casgrain Avenue, suite 1109, Montréal (Québec)\*\*

**Schedule :** Availability of 40 hours per week, Monday to Friday, 9am to 6pm (flexible); evening or weekend work required occasionally. Full availability required during the festival including weekends (November 21st to December 1st, 2024).

**Duration :** du 29 avril au 13 décembre 2024

**Salary :** 18,72 \$ de l'heure

**Candidates must be eligible for Emploi-Québec wage subsidies.**

*To make sure you're eligible for the Emploi-Québec wage subsidy, you can [find the nearest office](#), and select the service "employment assistance". An agent will be able to confirm if the subsidy is applicable in your case, and provide you with an eligibility letter if necessary.*

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## Qualities & Skills

- Good writing and speaking skills in French and English;
- Interpersonal skills and negotiation ability;
- Good ability to work in a team;
- Ability to plan, organize, and coordinate;
- Independence, dynamism, and resourcefulness;
- Tact and diplomacy;
- Oriented towards problem-solving and results;
- Good priority management;
- Ability to quickly adapt to changing priorities with minimal supervision;
- Good learning capacity;
- Stress tolerance;
- Interest in documentary cinema is an asset;
- Proficiency in Google Workspace is an asset;
- Knowledge of the Mac environment is an asset;
- Experience in website updating and knowledge of Zone Festival is an asset.

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## To apply, send:

- Your cover letter
- CV (without photo or date of birth)
- Letter of acceptance to the Emploi-Québec wage subsidy program

By email to Megane Chatelet, Director of Partnerships ([mchatelet@ridm.ca](mailto:mchatelet@ridm.ca)), **by March 31, 2024 at midnight.**

**Please use the subject line «PARTNERSHIPS 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 who are selected for an interview will be contacted.**