



2025

JOB OPENING

Partnerships & communications 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 over a hundred local and international films, complemented by a variety of activities including workshops, master classes, debates, and panels. **The 28th edition of RIDM is set to run from November 20 to 30 2025.**

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Job description

Under the supervision of the Director of Partnerships and in collaboration with the Director of Communications, the Partnerships and Communications Assistant plays a key role in the development and management of the festival's strategic collaborations. This position involves seeking out new partners and assisting in the management of agreements with various parties (festivals, media, restaurants, local businesses, academic institutions, etc.), while ensuring the follow-up of visibility commitments and the logistical coordination of special events. The assistant also contributes to the promotion of partners on various digital and print platforms, in support of the communications department. This role requires organizational, project management and communication skills, as well as the ability to work effectively as part of a team in a dynamic environment.

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Primary duties

Partnership (80%)

— Managing (prospecting, negotiations, agreements, visibility monitoring, sending of materials and favors, invoicing) requests for partnerships related to RIDM's programming themes, with festivals, universities, media, restaurants and for guests' gift bags;

— Managing and following up on partnerships with schools, associations and community entities, supporting the

Audience Development Coordinator;

- Ensuring visibility and monitoring for partners on social networks, print media and at festival venues;
- Participating in the development of the digital strategy to showcase partners;
- Ensuring that deadlines are met;
- Assisting with the uploading and coordination of content on the festival website and digital platform;
- Providing logistical support for special events;
- Coordinating graphic material (slides, festival and partner trailers, posters, banners) and promotional material for special events;
- Updating guest lists/contact lists;
- Supporting the delivery of accreditations and complimentary tickets to partners;
- Managing RSVPs at various events;
- Managing thank-you messages to partners;
- Archiving of RIDM and Forum agreements;
- Participating in the drafting of post-festival reports and assessments;
- All other related tasks.

Communication (20%)

- Planning, writing and publishing posts related to partner visibility agreements, ensuring the creation and approval of visuals;
- Writing sections of the newsletter dedicated to partners, ensuring the creation and approval of visuals;
- Contributing to the updating of the website, the correction of information in Zone Festival and the revision of promotional tools related to partnerships;
- Following up on communications with partners during preparation of the program, while ensuring that visibility commitments are respected;
- Collaborating with the communications and production teams to plan the press conference, as well as the opening and closing nights;

During the festival:

- Taking photos and videos to showcase partners and honor visibility agreements, including through publications and stories on social networks;
- Selecting and organizing photos illustrating partner visibility;
- Supporting the communications department in its tasks;

Qualities and skills

Organizational and priority management skills: planning, coordination and an ability to adapt to unforeseen circumstances.

Communication skills: writing in French and English, good interpersonal and negotiation skills.

Autonomy and initiative: proactivity, resourcefulness and being solution-oriented.

Creativity and a sense of innovation: proposing ideas and actively contributing to visibility strategies.

Good knowledge of social networks: Instagram, Facebook and LinkedIn.

Good stress management in a dynamic and collaborative environment.

Assets

- › An interest in documentary filmmaking;
- › Knowledge of the following digital tools and apps:
 - Google Workspace, Mac environment
 - CMS, Zone Festival
 - Slack, InDesign, Canva
 - MailChimp, Bluesky

Terms of employment

Location: 5333 Casgrain Ave., #1109, Montréal (Québec) H2T 1X3

Duration: full-time from May 5 to November 28

Flexible schedule with the possibility of remote work. Full availability during the festival, including weekends.

Salary: \$20 / hour

To apply

Send a letter of intent and resume by email to Mégane Chatelet (mchatelet@ridm.ca), Director of Partnerships, before midnight April 1, 2025.

Please use the subject line: « *Partnerships and communications assistant – Your name* »

Candidates must be eligible for Emploi-Québec wage subsidies.

To find out if you are eligible for an Emploi Québec subsidy, simply [locate your office](#) and select the "employment assistance" service. An agent will be able to tell you if the subsidy applies to your situation and provide you with a letter of eligibility, if applicable.

Only those applicants who are selected for an interview will be contacted.

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