

2025

CONTRACT OFFER

– Communications and Publications Coordinator

Rencontres
internationales
du documentaire
de Montréal
Montreal
International
Documentary
Festival



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This position is offered jointly by the Montreal International Documentary Festival and Forum RIDM. The chosen candidate will be hired under two separate contracts, one with each organization.

The **Montreal International Documentary Festival (RIDM)** is the first festival in Quebec entirely dedicated to documentary film, bringing together established filmmakers and emerging talents. Every year in November, RIDM presents over one hundred films from here and abroad, along with a host of complementary activities such as workshops, film classes, debates and roundtable discussions. **The 28th edition of RIDM will take place from November 20 to 30, 2025.**

Organized as part of the **Montreal International Documentary Festival (RIDM)**, **Forum RIDM** aims to stimulate national and international production and distribution of independent documentaries. Bringing together some of the industry's most influential representatives, the event assembles over 500 professionals to discuss innovative projects and current issues in documentary filmmaking. The Forum offers an intensive program of professional workshops, conferences, roundtables and networking activities that promote funding, training, exchanges and knowledge-sharing between industry players. **The 21st edition of Forum RIDM will take place from November 21 to 26, 2025.**

JOB DESCRIPTION

The Communications and Publications Coordinator works in close collaboration with the communications, partnerships, and programming teams of RIDM and Forum RIDM. This person plays a central role in the development and dissemination of the festival's and

industry market's print and digital content, ensuring consistency, quality, and visibility across all communications.

As both the lead coordinator for the production of the printed program and project catalogue, and a key player in Forum RIDM's presence across various platforms, the coordinator oversees each stage of production, manages follow-ups with all collaborators, contributes to content editing, and ensures deadlines are respected.

KEY TASKS

Publications (RIDM and Forum RIDM)

- Coordinating the collection and integration of content for the printed festival program and Forum RIDM project catalog.
- Assembling and monitoring the page-by-page production of these documents.
- Proofreading certain texts and final proofs.
- Following up with the programming team, translators, proofreaders and graphic designers.
- Collaborating with the partnerships team for advertising placements and partner visibility.
- Integrating content validated by various concerned parties.
- Participating in the proofreading of website content and making corrections in Zone Festival or in other promotional tools.

Communications (Forum RIDM)

- Participating in the development and implementation of Forum RIDM's communications and marketing strategies, in collaboration with the communications department.
- Developing and implementing an editorial calendar (social networks and newsletters).
- Managing Forum RIDM's social networks (Facebook, Instagram, Bluesky, LinkedIn): writing, creating visuals, planning, translating and animating in real time during the event.
- Writing and sending newsletters.
- Updating and maintaining the website.

- Ensuring compliance with visibility obligations to partners, in collaboration with the partnerships department.
- Producing analytical reports on the performance of communication tools (social networks, website, newsletters) at the end of the mandate.
- Participating in team meetings.
- And all other related tasks.

DESIRED SKILLS AND QUALIFICATIONS

- Excellent writing skills in French and strong writing and speaking abilities in English.
- Strong organizational skills, with the ability to manage priorities and coordinate multiple projects.
- Attention to detail, thoroughness, autonomy, and a strong sense of responsibility.
- Ability to adapt quickly to shifting priorities with minimal supervision.
- Team spirit, enthusiasm, resourcefulness, and a solution-oriented mindset.
- Ability to work under pressure and meet tight deadlines.
- Proficiency with Google tools (Docs, Sheets).
Familiarity with the Zone Festival platform (asset).

TECHNICAL REQUIREMENTS

- Proficiency with Google Workspace tools (Docs, Sheets) and good knowledge of Microsoft Office.
- Experience managing social media platforms (Facebook, Instagram, Bluesky, LinkedIn) and using tools such as Meta Business Suite.
- Familiarity with InDesign, Canva, Courrielleur (or other email marketing tools), and Mac environments.
- Assets: knowledge of Zone Festival, Slack, Linktree, and other digital communications management tools.

CONTRACT CONDITIONS

Location: 5333 Casgrain Ave., Suite 1109, Montreal (Quebec)

Schedule: Availability of 35 hours per week, Monday to Friday, from 9 a.m. to 5 p.m.

(flexible); occasional evening or weekend work required between September and November.

Full availability required during the festival, including weekends (November 20 to 30, 2025)

Duration: July 14 to December 5, 2025

Remuneration: \$16,905 (fixed amount)

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TO APPLY

Please send a letter of intent and your résumé (without photo or date of birth) by email to Marc Gauthier, Executive Director (mgauthier@ridm.ca), no later than **Monday, June 30 at midnight**.

RIDM and Forum RIDM are committed to the principle of employment equity and encourage applications from Indigenous peoples, visible minorities, people with disabilities, and individuals of all sexual orientations and gender identities.