



2025

## CONTRACT OFFER – Hospitality and Logistics Manager

**Join a dynamic team driven by a passion for 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 28<sup>th</sup> edition of RIDM will take place from November 20 to 30, 2025.**

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### **Job Description**

Under the joint supervision of the Programming Manager, the Executive Director and the Forum RIDM Coordinator, the **Hospitality and Logistics Manager** is responsible for organizing transportation and accommodations for guests from outside Montreal, as well as implementing a hospitality structure (communications and orientation) for local and international guests during the festival (including jury members, filmmakers and industry professionals). They prepare individual schedules for each guest, including screenings, meals and special events, and ensure the smooth running of their stay.

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### **Key Tasks**

- Managing guest invitations (confirming attendance dates, travel arrangements, and accommodations using our Zone Festival database);
- Developing tools to track invitations (template letters, forms, database management tools, and website updates);
- Monitoring the allocated budget (in coordination with the administrative director, programming manager, and Forum RIDM coordinator), while respecting the amounts designated for each activity;
- Booking flights, train tickets, and accommodations for out-of-town guests;

- Setting up the hospitality structure (communication tools and guest guide).
- Coordinating the distribution of accreditations in collaboration with the box office manager;
- Supervising the work of a guest services assistant or intern.
- Supervising the work of jury liaisons;
- Organizing local transportation for guests;
- Supporting the organization of activities involving guests;
- Planning driver scheduling;
- Assisting with the coordination of guest press appointments;
- Serving as the main point of contact for all guests;
- Writing a final report and participating in the festival's overall debrief.

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### **Desired skill & qualifications**

- Strong writing skills in French and English
- Excellent spoken bilingualism
- Computer skills (CMS; database (Zone Festival); Google docs suite; direct mail)
- Autonomy, enthusiasm, and resourcefulness
- Ability to learn quickly
- Stress tolerance
- Strong time and priority management skills
- Tact and diplomacy
- Ability to delegate and supervise the work of a small team (one assistant or intern and three jury liaisons)
- Strong team player

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### **Contract conditions**

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

Contract period: August 11 to December 5, 2025, including one post-mortem day (date to be confirmed).

**Required schedule:**

- Flexible schedule with part-time availability during the initial phase of the contract and increased presence throughout October;
- Full-time availability required starting October 20;
- Full availability required from November 20 to 30, including evenings and weekends during the festival.

Remuneration: \$7000 (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, July 27 at midnight**.

Please use the subject line “ Hospitality and Logistics Manager” – Your Name».

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

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