



JOB OPENING — Forum Assistant

Join a dynamic team with a passion for culture!

Organised as part of the **Montreal International Documentary Festival (RIDM)**, and founded in collaboration with DOC Québec, **Forum RIDM** is intended to stimulate national and international production and distribution of independent documentaries by promoting the exchange of information and meetings between a large number of professionals working in the documentary industry. Every year, the event, attended by the most influential industry representatives, draws over 500 professionals interested in innovative projects and the issues currently facing documentary makers. Forum RIDM offers an intensive program of professional workshops, lectures, roundtables and networking activities that focus on training, discussion and sharing of knowledge among the various players in the industry. **The 21st annual Forum RIDM will take place from November 21 to 26, 2025.**

Job description

The Forum Assistant works under the supervision of the Forum Manager to support the overall organization of the Professional Market and Doc Lab Montreal, the two pillars of Forum RIDM, and in concert with the Communications team to ensure the visibility of the Forum at all its points of outreach.

Main duties

- Actively participating in the planning, coordination, and smooth running of Forum RIDM activities, in collaboration with the Forum and RIDM teams;
- Supporting the logistical coordination of events (rooms, schedules, technical needs, photo/video), in liaison with the production department;
- Contributing to the preparation and updating of logistical documents (schedules, roadmaps, project descriptions, scripts, etc.);
- Supporting the Forum Manager in the implementation of calls for projects and in the overall

coordination of the Forum's calendar of activities;

- Helping manage the database and registration tools, including updating contact details and forms;
- Providing support for the development of activities and the expansion of target audiences;
- Participating in the preparation of reports and in the administrative follow-up of projects;
- Responding to general inquiries received by telephone or email.

Communications and marketing

- Participating in the development and implementation of Forum RIDM's communications and marketing strategies, in collaboration with the Communications Department;
- Ensuring communication between departments and various external collaborators (graphic designers, translators, printers, partners, etc.);
- Supporting the production of promotional tools and ensuring compliance with visibility agreements with partners (in collaboration with the Partnerships Department);
- Developing and managing an editorial calendar (social networks, newsletters);
- Managing Forum RIDM social networks (writing, creating visuals, stories, reels, translating, publishing, and animating in real time during the event);
- Writing and sending out newsletters;
- Updating and maintaining the website;
- Participating in writing and distributing press releases;
- Maintaining a constant watch on social networking trends, cultural news, and partner activities;
- Producing analytical reports on the performance of communication tools (social networks, website, newsletters);
- And all other related tasks;

Desired qualities and skills

- Experience in project management;
- Experience in social media management and communications coordination;
- Excellent writing and speaking skills in French;
- Good writing and speaking skills in English;
- Organizational skills;
- Autonomy, dynamism and resourcefulness;
- Stress tolerance;
- Knowledge of Google and Office Suites;
- Knowledge of Meta Business Suite;

- Knowledge of MailChimp;
- Knowledge of In Design;

Assets: Knowledge of Asana, Mac environment, Linktree, social media management platforms.

Employment conditions

Location: 5333 Casgrain Ave., suite 1109, Montreal, Quebec

Schedule: Availability for a 35-hour week, Monday to Friday, 9am to 5pm (flexible); evening or weekend work required on occasion. Full availability required during the festival, including weekends (November 20-30, 2025).

Duration: May 19 to December 12, 2025

Salary: \$20 an hour

Candidates must be eligible for an Emploi-Québec wage subsidy.

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

To apply

Send a letter of intent, your CV (without photo or date of birth) and your letter of admission to Emploi-Québec's wage subsidy program by e-mail to Anahi Martinez Gamba, Forum RIDM Manager, amartinez@ridm.ca **before April 16, 2025** at midnight.

Please use the subject line: "FORUM Assistant - Your first and last name".

RIDM is committed to the principle of 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.

Only those selected for an interview will be contacted.

