



2026

JOB OPENING

HOSPITALITY AND LOGISTICS MANAGER

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 29th edition of RIDM is set to run from November 19th to 29th, 2026.

Job Description

Under the joint supervision of the Programming Manager, the General Manager and the RIDM Forum Coordinator, the **Hospitality and Logistics Manager** is responsible for organizing transportation and accommodations for guests from outside Montreal, as well as setting up a reception structure (communications and orientation) for local and international guests during the festival (jury members, filmmakers and industry professionals). He/she prepares schedules for each guest, including screenings, meals and special activities, and ensures that their stay runs smoothly.

Primary duties

- Ensure follow-up of invitations (confirmation of guest attendance dates, means of transport, accommodation arrangements via our Zone Festival database);
- Elaboration of tools necessary for invitation follow-up (standard letters; forms; database management tools; website updates);
- Monitor the allocated budget (in liaison with the administration department, the programming manager and the Forum RIDM manager), respecting the amounts allocated to each activity.
- Book air/train tickets and accommodation for guests outside Montreal;
- Set up the hospitality structure (communications tools and guest guide).
- Coordinate the allocation of accreditations with the ticketing manager;
- Supervise the work of a guest reception intern.
- Supervise the work of three jury attendants;
- Organize local travel for guests.
- Support the organization of activities with guests.
- Support driver scheduling in conjunction with the Transport Manager.
- Support coordination of guests' press appointments.
- Act as main point of contact for guests;
- Write a report and take part in the overall assessment of the festival.

Terms of Employment

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

Contract duration: From August 24th to December 4th. Flexible schedule with possibility of

telecommuting. Full availability during the festival, including weekends.

Compensation: Lump sum of \$6785.

—

Qualities & Skills

- Strong writing skills in French and English
- Excellent spoken bilingualism
- Computer skills (CMS; database (Zone Festival); Google docs suite; direct mail)
- Autonomous, dynamic and resourceful
- Ability to learn quickly
- Stress tolerance
- Priority management
- Tact and diplomacy
- Ability to delegate and supervise the work of a small team (one trainee and three jury assistants)
- Good teamwork skills

—

To apply, send:

- Your cover letter
- CV (without photo or date of birth)

By email to **Olivier Maltais** (omaltais@ridm.ca), Operations & Programming Manager, before **midnight August 2nd, 2026**.

Please use the subject line «HOSPITALITY AND LOGISTICS MANAGER - Your Name».

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.