



Job Opening

— Forum RIDM Logistics Coordinator

Join a dynamic team passionate about culture!

Organized as part of the **Montreal International Documentary Festival (RIDM)** and initiated in collaboration with DOC Québec, **Forum RIDM** aims to support the production and national and international distribution of independent documentaries. Bringing together some of the industry's most influential representatives, the event welcomes more than 500 industry professionals each year around innovative projects and current issues in the documentary field. Over six days, the Forum offers an intensive program of professional workshops, conferences, round tables and networking activities that foster financing, training, exchange and knowledge-sharing among the various players in the industry.

The 22nd edition of Forum RIDM will take place from November 20th to 25th, 2026.

Job Description

Working under the supervision of the Forum RIDM Director and in close collaboration with the production team, the Forum RIDM Logistics Coordinator supports the overall organization and smooth running of the professional market and Doc Lab Montréal, the two pillars of Forum RIDM, as well as the Emerging Talent Day.

Primary Duties

- Support the Forum Director in planning and coordinating Forum RIDM activities, in collaboration with the production team;
- Act as a liaison between the Forum team and the production team, centralizing information and needs related to activities;
- Follow up on the logistical needs of activities with the production team, including venues, furniture, signage, audiovisual equipment, photography, videography, guest reception, set-up and other technical requirements;
- Prepare, update and follow up on Forum coordination and logistics tools, including schedules, roadmaps, guest agendas, activity schedules, partner participation and other relevant documents;
- Support the coordination of industry professionals, guests and Forum partners;

- Participate in monitoring registrations, databases and information related to participants and partners;
- Support the Forum Director in monitoring sponsorships and in-kind partnerships, particularly with regard to partner visibility and hospitality;
- Participate in team meetings and follow up on information, decisions and action items related to Forum activities;
- Perform any other related duties associated with the coordination and delivery of Forum RIDM.

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Qualities & Skills

- Experience in project management and event coordination;
- Excellent organizational skills and ability to manage multiple projects simultaneously and prioritize tasks;
- Knowledge of the film industry ecosystem and an understanding of professional markets and forums;
- Strong interpersonal and communication skills;
- Excellent written and spoken French and English;
- Autonomous, dynamic and resourceful;
- Ability to work effectively under pressure;
- Proficiency with Google Workspace and Microsoft Office.

Assets: Zone Festival, b.square, Asana, InDesign and experience working in a Mac environment.

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Terms of Employment

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

From September 28th to November 1st: 28 hours/week (ideally Monday to Thursday, 9 a.m. to 6 p.m.)

From November 2nd to 29th: 35 hours/week, Monday to Friday, 9 a.m. to 6 p.m. (flexible); occasional evening and weekend work required. Full availability is required throughout the festival, from November 19th to 29th, 2026, including weekends.

Compensation: Lump sum of \$6,500.

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To Apply

Please send a cover letter and your CV (without a photo or date of birth) by email to **Ana Alice de Morais**, Forum RIDM Director, at amorais@ridm.ca, before midnight on September 18th, 2026.

Please use the subject line: « FORUM LOGISTICS COORDINATION - Your First and Last Name »

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

Only those applicants selected for an interview will be contacted.