



JOB OPENING — Communications 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 400 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 22th annual Forum RIDM will take place from November 20 to 25, 2026.

Job description

The Forum RIDM Communications Assistant works with the Festival's Communications as well as Partnerships teams, under the supervision of the Communications Director, to ensure the Festival's visibility across all points of outreach.

Main duties

- Participating in the development of communications and marketing strategies in collaboration with the Communications Director;
- Implementing communications and marketing strategies;
- Establishing an editorial calendar of publications (social networks and newsletter);
- Managing Forum RIDM's social networks (Instagram, Facebook, LinkedIn, Bluesky): writing, creation of visuals, reels, stories, translation and planning of publications;
- Ensuring adherence to visibility agreements with Forum RIDM partners in collaboration with the Director of Partnerships;
- Animating social networks in real time during the festival and special events;
- Writing and sending out newsletters in accordance with the editorial calendar;

- Updating and maintaining the website;
- Performing exhaustive information monitoring (cultural and documentary news as well as RIDM partners's activities);
- Producing analytical reports (social networks, newsletter, website);
- Supporting the Communications Director in dealing with various service providers (graphic designers, partners, translators, suppliers, printers, etc.);
- Supporting the Communications Director in the production of promotional tools and organization of special events;
- Staying up-to-date on social networking trends;
- Participating in team meetings;
- And all other related tasks.

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Desired qualities

- Experience in social media management and communications coordination;
 - Experience in newsletter planning and writing;
 - Excellent French writing and speaking skills;
 - Good English writing and speaking skills;
 - Organizational and priority management skills: planning, coordination and an ability to adapt to unforeseen circumstances;
 - Autonomy and initiative: proactivity, resourcefulness and being solution-oriented;
 - Good stress management in a dynamic and collaborative environment;
- Creativity and a sense of innovation: proposing ideas and actively contributing to visibility strategies.

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Desired skills

- Instagram, Facebook, LinkedIn
- MailChimp (or any other email marketing platform)
- Canva, InDesign
- Google Workspace
- Meta Business Suite
- Movie maker softwares

Assets: Knowledge of Asana, Mac environment, Linktree, Buffer.

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Employment conditions

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

Schedule: Availability for a 35-hour week, Monday to Friday, 9am to 5pm (flexible). Full availability required

during Forum RIDM, November 20 to 25, 2026.

Duration: May 18 to December 11, 2026

Salary: \$20.5 an hour

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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 to provide you with a letter of eligibility, if applicable.

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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 Paula Casillas, Communications Director, communications@ridm.ca **before April 17, 2026** at 23h59.

Please use the subject line: "Forum RIDM Communications Assistant - Your first and last name".

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

Only those selected for an interview will be contacted.