



2026
JOB OFFER
Communications Director

Join a dynamic team with a passion for culture!

The **Montreal International Documentary Festival (RIDM)** is one of North America's leading film festivals entirely dedicated to documentary film, bringing together established filmmakers and emerging talents. Every year in November, RIDM presents over one hundred films from here and abroad, along with a host of complementary activities such as workshops, film classes, debates and roundtable discussions. **The 29th edition of RIDM will take place from November 19 to 29, 2026.**

Quebec's largest documentary market, Forum RIDM serves as a vital gathering space for filmmakers, producers, distributors, and other professionals, fostering meaningful discussions on key industry issues and providing valuable networking opportunities. **The 22nd edition of Forum RIDM will take place from November 20 to 25, 2026.**

Job description

The Communications Director works closely with the RIDM communications team, under the direct supervision of the Interim Executive Director, to ensure visibility for the current edition and raise the festival's profile.

Main tasks

Development and implementation of communications and media plans

- Contributing to RIDM and Forum RIDM communications plans
- Defining the festival's communications strategies and media plans, in collaboration with the partnerships department
- Defining the strategy for social networks and newsletters
- Collaborating with the Audience Development Coordinator to promote activities throughout the year

Managing the design, production and strategy of the festival's promotional tools

- Developing the year's visual campaign in collaboration with the Interim Executive Director and the artistic direction team
- Ensuring continuity in the visual identity of the RIDM brand across all communications media
- Ensuring coordination between the various parties involved (graphic designers, translators, suppliers, printers, etc.)
- Prospecting and managing suppliers for the poster campaign, merchandising and printed materials
- Prospecting and following up with post-production companies for the official trailers

- Supervising the production of the festival trailer, in collaboration with the programming team: soundtrack and selection of film clips
- Managing the creation of the radio advertising
- Supervising and organizing website updates for each new edition
- Managing website optimization with web developers
- Supporting Forum RIDM in the design and development of its promotional tools and strategies
- Producing advertisements, visuals and slides
- Supervising translation
- Supplying texts and updating the website year-round
- Publishing online media coverage, press releases, etc.
- Drafting newsletters and personalized e-mails
- Managing and feeding social networks
- Supervising and developing festival signage in collaboration with the production department
- Participating in the preparation and follow-up of press conferences, as well as opening and closing night ceremonies

Management of the communications department budget

- Managing the overall communications budget
- Ensuring invoicing of suppliers and freelancers
- Planning and overseeing communications-related expenses
- Supervising advertising sales and exchanges

Supporting the press relations agent in her duties

- Defining a PR strategy with the press relations agent
- Overseeing the writing of press releases
- Ensuring follow-up between the press relations officer and various departments (programming, Forum)
- Supervising the preparation of press kits

Human resource management: communications department and freelancers

- Overseeing the duties of the communications team and the freelancers
- Supervising the graphic design team (RIDM and Forum RIDM graphic designers + interns), photographers, videographers
- Supervising the printed materials coordinator
- Managing the hiring process for the communications team's human resources
- Managing the integration of new colleagues (updating work guides, regular follow-ups, etc.)

Profile

- Degree in communications or marketing or a related field
- 3 years of experience in marketing and communications or other relevant experience
- Excellent writing and speaking skills in French and English
- Good teamwork skills

- Good management of priorities
- Good learning skills
- Good stress management in a festival setting
- Ability to plan, organize, coordinate
- Ability to adapt with minimal supervision
- Resourcefulness, autonomy, dynamism, and versatility
- Tact and diplomacy

Knowledge of certain platforms is an asset: Asana, Slack, Meta, Buffer, MailChimp, Courrielleur, Zone Festival, WordPress, InDesign, Photoshop, Google Workspace, Apple environment.

Employment Conditions

35 hours per week, Monday to Friday, flexible working hours (on site and remotely)

Four-day week until July 31 (Friday paid holiday)

Full availability required during the festival including weekends and late hours (November 19 to 29)

Duration: from April 1 to December 20, 2026 (with possibility of renewal for 2027)

Salary: \$25 per hour

Location: 5333 av. Casgrain, suite 1109, Montréal

Application

Please email your cover letter and your resume (without photo and date of birth) to Mégane Chatelet, Interim Executive Director mchatelet@ridm.ca, before midnight on **March 1st, 2026**.

Please use the subject line "COMMUNICATIONS DIRECTOR - Your Name".

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

Only those selected for an interview will be contacted.