



## JOB OPENING — Forum Coordinator

### Join a dynamic team with a passion for culture!

Organized 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 filmmakers. Forum RIDM offers a six-days 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 22<sup>nd</sup> edition of the Forum RIDM will take place from November 20 to 25, 2026.**

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### Job description

The Forum Coordinator works under the supervision of the Forum Director 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.

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### Main duties

- Actively participate in planning, coordinating, and ensuring the smooth execution of Forum RIDM activities alongside the Forum and RIDM teams.
- Maintain clear communication with industry representatives attending Forum RIDM, coordinate their schedules, and liaise closely with the guest reception lead.
- Support event logistics, including venue setup, scheduling, technical requirements, and photo/video coordination, in collaboration with the Hospitality Manager.
- Prepare and update logistical documents such as schedules, roadmaps, project descriptions, and

run-of-show materials.

- Assist the Forum Director with calls for projects and the overall coordination of the Forum's activity calendar.
- Collaborate to manage the database and registration tools, including updating contact information and forms.
- Support the Head of Audience Development in implementing departmental activities related to Forum RIDM.
- Participate in the preparation of reports and in the administrative follow-up of projects;
- Respond promptly to general inquiries via phone and email.

### **Communications and marketing**

- Support the Forum Director in developing and implementing communication and marketing strategies for Forum RIDM, in collaboration with the Communications Department.
- Assist the Forum Director in facilitating communication between departments and with external collaborators (graphic designers, translators, printers, partners, etc.).
- Support the coordination of the project catalog until the coordinator assigned to Doc Lab Montréal assumes their role.
- Support the production of promotional materials and ensure compliance with visibility agreements with partners, in collaboration with the Partnerships Manager.
- Contribute to the drafting and distribution of newsletters and press releases.
- Assist in updating the website.

### **Others**

- Attend team meetings and contribute to the overall coordination of Forum timelines.
- Perform any other related duties as required.

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### **Experience and Skills Required:**

- Project management experience.
- Strong organizational skills with the ability to manage multiple tasks simultaneously and prioritize effectively.
- Knowledge of the film industry ecosystem and understanding of professional markets and forums.
- Excellent interpersonal and communication skills.

- Excellent written and spoken French.
- Very good written and spoken English.
- Autonomy, dynamism, and resourcefulness.
- Ability to work under pressure.
- Proficiency in Google Workspace and Microsoft Office.

Assets: Knowledge of Zone Festival, Bsquare, Asana, InDesign, Mac environment, Linktree, social media management platforms, Meta Business Suite, and Mailchimp.

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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); evening or weekend work required on occasion. Full availability required during the festival, including weekends (November 19-29, 2026).

**Duration:** May 25 to December 18, 2026

**Salary:** \$22 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 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 Ana Alice de Morais, Forum RIDM Director, [amorais@ridm.ca](mailto:amorais@ridm.ca), **before April 17, 2026** at midnight.

Please use the subject line: "FORUM Coordinator - 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.**