



# JOB OPENING

## — Programming and Publications Coordinator

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

The **Montreal International Documentary Festival (RIDM)** is the first festival in Quebec entirely dedicated to documentary film, bringing together the best reality-based films from both established filmmakers and emerging talents. Every year in November, RIDM screens more than 100 films from Canada and around the world, and hosts a dozen complementary activities, including workshops, master classes, debates and round tables. The festival also presents a documentary market known as Forum RIDM. The 29th annual RIDM will take place November 19-29, 2026.

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### **Job description**

The Programming and Publications Coordinator helps the festival's programming department in its everyday activities, and works in close collaboration with the communications, partnerships, and Forum RIDM teams, under the supervision of the Programming Manager and Operations Director.

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### **Primary duties**

- Participating in the follow-up of selected films (submission of films to the Zone Festival and Film Freeway databases, drafting of selection letters, receiving licenses and promotional elements for the catalog and website) for the festival and other initiatives taking place during the year;
- Participating in follow-up with rights holders of selected films;
- Coordinating the collection and integration of content for the printed festival program and Forum RIDM project catalog.
- Assembling and monitoring the page-by-page production of these documents.
- Following up on invoicing of rights holders, in collaboration with the Director of Administration.

- Participating in the creation of programs and activities in Zone Festival;
- Proofreading certain texts and final proofs.
- Following up with the programming team, translators, proofreaders and graphic designers.
- Collaborating with the partnerships team for advertising placements and partner visibility.
- Integrating content validated by various concerned parties.
- Participating in the proofreading of website content and making corrections in Zone Festival or in other promotional tools.
- Obtaining film links identified by the programming committee;
- Coordinating team screening sessions;
- Participating in the production and review of website sections related to programming;
- Participating in the production and revision of programming sections of the website;
- Identifying excerpts from films in the selection for trailers and preview reels;
- Editing and/or assisting in the editing of excerpt reels;
- Helping coordinate the posting of selected films on the festival's VOD platform;
- Producing screening copies of selected films for the Audience Development Manager;
- Helping close the call for submissions;
- Assisting the print traffic manager with follow-ups, the circulation of physical copies during the festival, and the reception and return of film copies;
- Providing guest reception support;
- Distributing and displaying film posters in festival halls;
- Presenting films and leading Q&A sessions (if needed);
- Following up on the festival's info@ridm.ca mailbox;
- Other related duties.

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## **Terms of employment**

**Location :** 5333 av. Casgrain, suite 1109, Montréal, Québec

**Hours :** 35h per week, Monday to Friday, 9am to 5pm (flexible); occasional evening or weekend work required. Full availability required during the festival, including weekends (November 19 to 29, 2026).

**Duration :** May 18 - December 11, 2026

**Salary :** \$22 / hour

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## Qualities and skills

- Good writing and speaking skills in French and English;
- Organizational skills;
- Self-reliance, dynamism and resourcefulness;
- Stress tolerance;
- Knowledge of most common video and audio formats, an asset;
- Knowledge of editing and post-production, an asset;
- Knowledge of the Office suite and the Mac environment, an asset;
- Experience with database software an asset.

### **IMPORTANT: Candidates must be eligible for Emploi-Québec wage subsidies.**

To find out if you are eligible for the Emploi Québec subsidy, simply [locate your office](#) and select the "employment assistance" service. An agent will be able to inform you if the subsidy applies to your situation and provide you with a letter of eligibility, if applicable.

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## To apply

Send your cover letter and resume (without photo or date of birth) and your letter of acceptance to the Emploi-Québec wage subsidy program by email to Olivier Maltais, Programming Manager and Operations Director [omaltais@ridm.ca](mailto:omaltais@ridm.ca) by **April 17, 2026** at midnight.

Please use the subject line: "Programming and Publications Coordinator – 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 applicants selected for an interview will be contacted.**

