



2021

## **JOB OFFER**

### **FORUM RIDM COORDINATOR ASSISTANT**

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

The **17th edition** of the **Forum RIDM** will be held from **November 13 to 17** as part of the **Montreal International Documentary Festival (RIDM)**. The Forum RIDM is intended to stimulate the national and international production and distribution of independent documentaries by promoting the exchange of information and meetings between the various actors in the documentary industry. Round tables, conferences and workshops on major current issues will gather documentary film professionals for five days.

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#### **JOB DESCRIPTION**

The Forum RIDM Coordinator Assistant works with the Forum RIDM team, production team and RIDM team under the direct supervision of the Forum RIDM Director, to ensure logistics and coordination of the Forum RIDM events.

#### **Primary duties**

- Be present during the event and ensure the proper conduct of activities in collaboration with the Forum RIDM team and the RIDM team;
- Ensure the follow-up with external collaborators on various activities;
- Provide support for the development of activities and the target audience;
- Assist the production department with the logistics of the activities to ensure the proper conduct of the event (virtual rooms, schedules, technical needs, photos and videos);
- Assist in the preparation of all documents related to the logistics of the event (schedules, project descriptions, roadmaps, proceedings etc.);
- Participate in the development of guest schedules and the Face-to-Face;
- Ensure that the database is kept up to date with contact information;
- Compile data for various reports with the Project Manager;
- Assist in the implementation of the various calls for projects;
- Assist in updating the Forum RIDM registration forms;
- Ensure regular communication with other departments;
- Answering general questions about the Forum RIDM by phone and email;
- Any other related tasks;

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## TERMS OF EMPLOYMENT

LOCATION	<b>5333 av. Casgrain, suite 1109</b> , Montréal (Québec)
HOURS	35 hours/week, Monday to Friday, 9 a.m. to 5 p.m. (flexible); Evening or weekend work is required occasionally. Full availability required during the festival, including weekends (November, 2021). Office presence 2 days per week and teleworking 3 days per week (may evolve depending on the health situation).
DURATION	<b>Starting as soon as possible / end of contract December 17, 2021.</b>
SALARY	<b>Between \$14.40 and \$16 per hour depending on experience.</b>

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## QUALITY AND SKILLS

- Good knowledge of French and spoken English;
- Good organizational skills;
- Detail oriented;
- Ability to plan, organize, coordinate;
- Resourcefulness, autonomy, curiosity, initiative and interpersonal skills;
- Ability to work as part of a team;
- Autonomy, rigor and sense of responsibility;
- Oriented to problem-solving and results;
- Good at managing priorities;
- Ability to adapt quickly to changing priorities with minimal supervision;
- Tolerance for stress;
- Experience in event management, ideally in festivals;
- Good knowledge of Zoom, Whereby, and computer skills an asset;
- Good knowledge of Google and Office suite, website and newsletter management software and databases an asset;
- Knowledge of the national and international documentary industry, an asset

\* Due to the situation with COVID-19, some tasks may be subject to change, depending on how the festival is run in November. \*\*It is also possible that the position will begin remotely and remain remote indefinitely.

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## TO APPLY

Send your cover letter and CV (without photo or date of birth) by email to **Marc Gauthier, Executive Director (mgauthier@ridm.ca)**, by **August 8, 2021, at midnight**. Please use the subject line "Forum RIDM Coordinator Assistant – your name"

*The 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.*