



2021

JOB OFFER

FORUM RIDM MANAGER

Join a dynamic team with a passion for culture!

The 17th annual **Forum RIDM** will take place from **November 13 to 17** during the **Montreal International Documentary Festival (RIDM)**. Forum RIDM is aimed at stimulating the Canadian and international production and distribution of independent documentaries, by facilitating information exchange and networking among participants in the documentary industry. For five days, round tables presentations and workshops exploring a variety of current issues will bring together documentary film professionals.

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JOB DESCRIPTION

The **Forum RIDM Manager** works under the direct supervision of the Executive Director, to ensure the successful development of the festival's professional market, Forum RIDM.

Primary duties

General, administrative and human resources

- Manage departmental budget and track billing;
- Coordinate and produce the yearly programs;
- Design and update the Forum RIDM work procedures and tools;
- Manage the activities, workload and distribution of the different tasks of the team;
- Work closely with the Forum RIDM programmers;
- Be present during the event to ensure the proper conduct of activities in collaboration with the team and volunteers;
- Write, send and analyze participant surveys;
- Write subsidy applications and reports;
- Be the contact person for all general questions about the Forum RIDM;
- Follow-up with external collaborators on various activities;
- Participate in the selection of participants for the professional market activities;
- Facilitate workshops in support of the Forum RIDM programming;
- Conducting an exhaustive monitoring of the professional news of the documentary industry;

Sponsorship

- Work in collaboration with the sponsorship department to find partners for the Forum RIDM;
- Organize consultative meetings for the development and promotion of activities;

Production

- Set up the various calls for projects;
- Assist in setting up guest schedules and activities;
- Update the Zone Festival database;
- Collaborate with the box office staff to set up the Forum ticketing system, create accreditation forms, write texts for the ticketing system and produce ticket visuals;

Communication

- Coordinate the distribution of the Forum RIDM press releases with the press relations specialist;
- Produce content for social networks;
- Participate in the Forum RIDM communication plan;
- Supervise the production of the Forum RIDM catalog;
- Assist in the writing of the Forum RIDM catalog;
- Supervise the visual identity of the Forum RIDM, in collaboration with the communications department;
- Produce and develop visuals;
- Any other related task.

TERMS OF EMPLOYMENT

LOCATION	5333 av. Casgrain, suite 1109 , 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	Starting as soon as possible / end of contract December 17, 2021 .
SALARY	Between \$18 and \$20 per hour depending on experience.

QUALITY AND SKILLS

- Experience in project management and team management;
- Experience in budget management;
- Knowledge of social networks;
- Good organizational skills;
- Detail oriented;
- Ability to plan, organize, coordinate;
- Autonomy, rigor and sense of responsibility;
- Problem-solving and results-oriented;
- Good management of priorities;
- Ability to adapt quickly to changing priorities with minimal supervision;
- Tolerance to stress;
- Experience in events and/or festivals is an asset;
- Knowledge of Google and Office suite, an asset;
- Knowledge of website update and newsletter platforms, an asset;
- Knowledge of Zoom and Whereby platforms, an asset;
- Knowledge of the Canadian documentary film 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.

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 Manager – 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.