

**Film festival programmer assistant**

**BRIEF DESCRIPTION OF THE FABIENNE COLAS FOUNDATION**

**[The Fabienne Colas Foundation (FCF)](http://www.fondationfabiennecolas.org/)** is a not-for-profit cultural organization dedicated to building bridges and advancing education through the arts, as well as to supporting the creation, production, promotion and dissemination of cinema, the arts and culture in Canada and elsewhere. To fulfill its mission, the Foundation put together [**12 festivals**](https://festwaveinstitute.com/affiliated-festivals/) and programs to break barriers, celebrate diversity, and foster togetherness, understanding and inclusion. Since FCF’s inception in 2005, its initiatives/festivals have showcased and supported over **5,000 artists** and attracted **millions of festivalgoers**in Canada, the U.S., Haiti, and Brazil. The Foundation mostly promotes Black culture in Montreal, Toronto, Halifax, Ottawa, Calgary, Vancouver, New York City, and Salvador de Bahia (Brazil); and Quebec culture in Port-au-Prince. The Foundation is also the creator of the [FCF’s Being Black in Canada](http://www.beingblackincanada.com/) program, Canada’s largest incubator dedicated to Black filmmakers.

**KEY RESPONSIBILITIES OF THE FILM FESTIVAL PROGRAMMER ASSISTANT**

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| * Research, view, pre-select, solicit, negotiate, screen, evaluate and help select films
* Invitation of the special guests and coordination with their team
* Assist in putting together panels + moderator
* Send festival Laurels and selection letters to filmmakers
* working with the logistics department for film material delivery
* Solicitation, selection and management of juries + awards
* Request all film materials from filmmakers/distributors
* Attend team meetings
* Schedule Q&A and ensure moderator attendance
* Ensure and coordinate filmmakers' attendance at their screenings + Q&A
* Provide program materials for Website and Festival Brochure (photos; bios; film infos...)
* Assist in finding panelists or other speakers for workshops, panels, etc
* Communicating for follow ups with filmmakers, team, distributors etc...
* Scheduling and booking of film presentations (schedule) / presence of special guests
* Management of FilmFreeWay accounts for CTF Black Film Festivals
* Design of programming tracking charts based on information submitted by the FilmFreeWay

team for selected films* Communication with the film direction, production and distribution team in order to obtain the

necessary material for the festival programming (metadata, video files, images, photos, Q&A...)* Registration (data entry) of all films and events in the WordPress back-end of the various
* Film Black festival websites
* Constant coordination with the developers to update the different websites
* Registration (data entry, metadata, images...) of all films in the CineSend online viewing

platform* Any other tasks related to the programming department
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**REQUIRED QUALIFICATIONS**

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| * Post-secondary education in film studies
* Minimum 1 year of relevant experience
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| * Must be bilingual- French and English
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| * Excellent communication skills, both verbal and written
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| * Maintain a permanent link with all distributors, production companies, directors and artists

 agents for festival needs* Canadian citizen
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**DESIRED SKILLS**

* Ability to work in a team environment and with the public
* Excellent work organization skills
* Ability to manage several files at the same time
* Great autonomy, versatility and good adaptability
* Rigour, integrity, diplomacy and good judgment
* Ability to work under pressure (good stress management)
* Attention to detail
* Knowledge and volunteering of in film festivals is an asset
* Strong copy-editing skills
* Highly creative and motivated with a commitment to excellence in the arts
* Strong computer skills including Excel, Word, and familiarity with databases
* Willingness to learn new software systems.
* Volunteering in film festivals
* Passionate about films
* Non-profit experience is a plus

**EMPLOYMENT DETAILS**

We thank all applicants for their interest. Please note, only those selected for an interview will be contacted.

Hours: Full Time- Work remotely

Start immediately

Salary: Start at 20$/hour, depending on experience

Three-month probationary period