

**Film festival programmer**

**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**

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| * Research, view, solicit, screen, evaluate and help select films * Negotiate agreements with filmmakers, distributors, panelists and guests |
| * Selecting Opening and Closing film |
| * Working with other programmers throughout the film selection process |
| * Working with the logistics department for film material delivery |
| * Communicate and maintain a great relationship with filmmakers/distributors and producers |
| * Select Competing Films for the Jury |
| * Select films with diversity in themes |
| * Negotiating Film rights with distributors |
| * Following up with the accounting department about invoice payments for film rights |
| * Schedule and booking for film presentations (timetable) / special guests attendance |
| * Attend weekly meetings with the programming team (virtually for now) |
| * Pitching films to press/promo department for different media outlets |
| * Any other tasks related to the programming department |

**REQUIRED QUALIFICATIONS**

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| * College or University degree in film studies * Minimum 4 years of relevant experience * Be comfortable speaking to the media and press about the festival program |
| * Must be bilingual- French and English |
| * Excellent communication skills, both verbal and written |
| * Maintain a permanent link with all distributors, production companies, directors and artists   agents for festival needs   * Canadian citizen |

**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.
* 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 44K, depending on experience

Three-month probationary period