

The Kingston Canadian Film Festival (KCFF) is looking for a **Community Engagement Coordinator** to join our team. Reporting to the Festival Director and Associate Director, the Community Engagement Coordinator will work to support many aspects of the organization including programming, event and volunteer coordination, communications, fundraising and audience development.

This is a dynamic role that requires the ability to balance many projects, priorities and objectives simultaneously. As a small team, we endeavour to work in a way that supports professional growth and elevates the individual's learned and lived experience, work style, and skills to support the Festival operations. We anticipate that the role will continue to evolve as we work together but currently, the responsibilities include:

#### Programming Coordination

- Coordinate the film submission process; track and report on deadlines and deliverables related to film programming
- Provide administrative support to filmmakers and programmers
- Coordinate print traffic schedule and digital file transfers

#### Event Management

- Provide on-site management and support for event staff and volunteers during the Festival and throughout the season
- Be well-versed in the event program, logistics, policies and procedures
- Coordinate the volunteer program
- Liaise with techs and other staff to confirm set-up and other event details

#### Community Engagement

- Develop initiatives with community, education and sector partners to foster participation and engagement at KCFF and throughout the year
- Act as a liaison in the community representing KCFF at various community events
- Develop volunteer and sponsor recognition events
- Assist with grant writing and reporting; support fundraising initiatives to audience development and community engagement
- Develop written materials related to community engagement initiatives and other KCFF events and activities

#### **Ideal Skills & Qualifications:**

- 2-3 years of experience in arts and culture administration; experience working for a film festival or event an asset (knowledge of Canadian film, the industry and the local filmmaking community also an asset)
- A degree, diploma or equivalent experience
- Enthusiastic, ambitious, self-motivated, and able to work collaboratively and independently

- Excellent administrative and organizational skills, eye for detail
- Excellent verbal and written communication skills; ability to use and craft appropriate language for various audiences, funders, partners and stakeholders
- Demonstrated success coordinating projects or events
- Highly proficient with computers, specifically MS Office Suite, G Suite and cloud management; knowledge of film, AV or film editing considered an asset
- Proven ability to problem-solve and think creatively
- Ability to be flexible and adapt to changing circumstances and priorities; ability to thrive in a fast-paced environment
- Experience working with the public
- Bilingual in French and English would be an asset
- G class drivers licence also an asset

Start date: September 7, 2021

Type: Full-time

Salary: \$40,000-50,000

Other info: Depending on public health restrictions and recommendations, the position may begin remotely. The candidate must be prepared to work in person from the new KCFF office located at the Bailey Broom Factory (corner of Rideau & Cataraqui Streets) in Kingston, ON once restrictions lift. Occasional over-time/evening or weekend work as needed leading up to and during the Festival and other events (time off in lieu). All stat holidays plus 2 weeks paid vacation during the first year. Additional paid sick days and personal days will also be provided, plus benefits.

**Application deadline: July 26, 2021**

How to apply: please send a resume and letter of interest in a single PDF to [info@kingcanfilmfest.com](mailto:info@kingcanfilmfest.com), with the subject line: Community Engagement Coordinator, no later than 5pm on Monday, July 26, 2021.

Interviews will be held over Zoom in late July and early August. KCFF would like to sincerely thank all applicants for your expressed interest in our organization; however, only those applicants selected for an interview will be contacted. No phone calls please.

KCFF is committed to accessible and equity-based employment practices; and ensuring a diverse, inclusive workforce. We strongly encourage applications from members of Indigenous, racialized, and LGBTQ2SI communities as well as persons with disabilities.