

**INTERNAL / EXTERNAL
JOB POSTING**

**Festival Coordinator, Summer Student – Centretown Movies
Fixed term full-time contract of 8 weeks (July to August 2018)**

This summer student position involves coordinating all activities related to the promotion and community screening of movies selected by the Centretown Movies Steering committee. The position is supported by a committed group of volunteers, that make up the Centretown Movies Steering Committee, and a CCHC Health Promotion staff member.

Duties:

1. Administrative tasks

- Ensuring availability and function of equipment for Saturday screenings (e.g., DVD for)
- Purchasing required supplies, equipment/parts needed for repairs, and services (e.g. snacks, posters, cables, batteries, print services etc.)
- Coordinate with Community Organizations that host movies on Friday nights
- Monitor weather forecasts and communicate movie cancellations

2. Volunteer Management

- Promoting, recruitment, orientation, training and supervision of festival volunteers.
- Communicate with volunteers their shift schedule and provide support/feedback as needed

3. Marketing of the Festival

- Design and coordinate distribution of promotional materials
- Promote the festival through the internet, social media and print media, throughout the festival

4. On Site Supervisor

- Attend **all** screening nights
- Support equipment set-up and take down
- Facilitate and manage incidents in collaboration with Centretown Movies Steering Committee Members

5. Financial Responsibilities

- Collecting donations, counting, and recording amount after each screening.
- Assisting with managing and adhere to and report on Festival budget

Centretown Movies Outdoor Film Festival (CMOFF) is an inclusive community film event that takes place every Friday and Saturday beginning mid-July through the month of August in Dundonald Park, in Ottawa.

Requirements:

- Post-secondary Education in Film studies, Communications, Volunteer Management, Community Development and Events Management
- The Centretown Movies Festival Coordinator must be a full time college/university student in the past semester and be returning to school full-time in September
- Knowledge and experience working in audiovisual/ film
- Experience in event planning and publicity implementation
- Ability to communicate and collaborate effectively with the Centretown Movies Steering committee chair and/or CCHC staff lead

Desirable

- Interest and knowledge of community work is an asset
- Interest and knowledge of film, or communications is an asset
- Experience working with diverse communities

Language designation:

English, written and spoken

French and other languages is an asset

Start date: July 6, 2018 (8 weeks duration)

Interview: Wednesday July 4, 2018

Salary range: \$15.00/hour

How to “express an interest” for this opportunity:

Submit your letter of interest along with your résumé on or before **July 2, 2018**

- The subject line of your email should read “Term Full-time - Festival Coordinator, Summer Student Centretown Movies”
- The file name for your resume should read:“(last name)_(first name)_ Resume
- The file name for your cover letter should read: “(last name)_(first name)_ Cover Letter

We thank all applicants but regret that we can only contact those to be invited to an interview.

Candidates with a disability requiring accommodation during the application and/or the interview process should contact us at jobs@centretownchc.org so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.