



Student Position – Programming Coordinator Trainee

Location: Toronto, (Hybrid)

250 Front Street, Suite 9C200, Toronto, ON M5V 3G5

Compensation: \$18.20/hour for 8-week contract. Possibility of employment extension at end of contract.

Summer opportunity for students! Do you have a keen interest in Media, Film, and the Arts? Reelworld Screen Institute is celebrating our 25th anniversary and wants you to help make it our best year yet. We support Indigenous filmmakers living in Canada, and Canadian filmmakers of colour. We specialize in providing professional development programs for individuals in the screen, film, and TV sectors, and we proudly host the renowned Reelworld Film Festival, showcasing stories by racialized Canadians.

This is your chance to gain invaluable insights into the inner workings of a prestigious and diverse Toronto film festival and screen institute.

Tasks and Responsibilities:

- Use FilmFreeway to screen submitted films if needed, organize meeting notes and tracking documents
- Recommend films to the relevant Lead Programmer according to established judging protocol
- Become familiar with invited films (must screen all invited films), including the companies attached and the guests that will be attending the Festival
- Attend Festival Programming meetings when required and requested by the Program Director
- Collect and organize artistic information pertaining to festival, summit and year-round activities
- Assist in project coordination
- Assist in all behind-the-scenes programming activities

To be eligible, you must be:

- between 15 and 30 years of age at the start of the employment
- a Canadian citizen, permanent resident,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

Please email your resume and cover letter to hr@reelworld.ca and put Programming Coordinator Trainee Job in the subject line.