



Program Director

(Full-time, Permanent)

Salary Range - \$75-80k

Reelworld Screen Institute & Foundation

Reelworld was founded in 2000 by award-winning actress and producer Tonya Williams to advance opportunities for Canadians in the screen industries who are Black, Indigenous, Asian, South Asian, and People of Colour by providing professional development and advocating for racial equity in Canadian content and production. Reelworld Screen Institute, a non-profit, provides training programs and presents the acclaimed Reelworld Film Festival, which celebrates stories by racialized Canadians. Providing access to opportunities is core to Reelworld, and Access Reelworld is Canada's leading hiring platform for racialized crews and talent. Reelworld Foundation, a registered charity, is transforming the industry by creating mechanisms that hold systems accountable for greater equity.

Program Director

The Program Director works closely with the Executive Director and Development Director strategizing and executing Reelworld's screenings, industry and professional development programs. The position oversees and provides leadership to Reelworld's programming team for Reelworld Film Festival and Reelworld Screen Institute's year-round programming.

Key Responsibilities

- Ensure that all programming (industry, festival and educational) aligns with Reelworld's strategy.
- Support the Executive Director and Sponsorship and Development team with input for the development and preparation of funding proposals, budgets, marketing, and operational considerations.
- Collaborate with the communications department to develop media and marketing strategies for programming.
- Develop strategies that incorporate major live-event, digital, interdisciplinary, interactive, and social elements into the festival.
- Build, support and manage key stakeholders and creative partner relationships in relation to programming.
- Lead and elevate Reelworld's programming team by establishing clear evaluation criteria and priorities, critical paths and deadlines by which they are to operate, while ensuring high standards of work quality and organizational performance, continuous learning and improvement, effective teamwork, and encouraging innovation in others.
- Lead the film submission and solicitation process, screening and evaluation systems, scheduling operations, and curatorial note creation.
- Supervise the selection of diverse programming that consider multiple factors, including audience and media response, originality, and creative merit.

- Develop, recommend, and administer departmental budgets, ensuring expenditures are controlled and maintained within approved budget limitations.
- Research and screen potential festival films, sharing notes with Programming team.
- Lead weekly meetings with Programming team to discuss potential films and programming.
- Develop and maintain strong industry relations, proactively working to expand local and Canadian networks.
- Represent Reelworld at relevant national industry events including the media.
- Maintain excellent working relationships with domestic filmmakers, distributors, and other content and media entities.
- Oversee guest filmmaker relations and maintain a high standard of hospitality.
- Host live in-person Q&As / pre-recorded Q&As, moderate workshops as required.

Required Skills and Experience

- Post-secondary education or equivalent experience in film/TV.
- Proven track record of at 3 to 5 years of experience in program development, industry programming and film programming for film festivals, broadcast stations or arts organizations.
- Strong understanding of the Canadian Black, Indigenous, Asian, South Asian, Middle Eastern, North African, and Latin American Canadian filmmaking communities, familiarity with major festivals and key players, and depth of knowledge about current industry trends.
- Management and budgetary background.
- Experience in fostering relationships with filmmakers.
- Knowledge and interest in Canadian cinema with a passion for scouting talented emerging filmmakers.
- Understanding of industry trends with the purpose to review films from the artistic, aesthetic, points of view.
- Strong public speaking and presentation skills are a must have.
- Ability to work under pressure with tight deadlines.
- Team player who is both flexible and adaptable.
- Available to work during normal business hours and on evenings / weekends as required.
- Digital media, event production or arts administration experience are strong assets**
- Bilingualism (English and French) are assets**

Application

Please submit your resume and cover letter to hr@reelworld.ca

Your application should include:

A cover letter outlining why you are the right candidate for this role and how you can amplify the Indigenous, Black, Asian and People of Colour communities in film.

No phone calls please.

Applicants will be reviewed immediately until the role is filled.

Applicants with disabilities who are qualified and selected for an interview will be accommodated upon request.

Reelworld welcomes applications from underrepresented communities such as Indigenous, Black, Asian and People of Colour.

Reelworld Screen Institute thank all those that apply, however, only those applicants selected for an interview will be contacted. Reelworld Screen Institute is an equal-opportunity employer.