



### **Student Position – Programming Coordinator Trainee**

Location: Toronto, (Temporarily Remote)

20 Richmond Street East, suite #600, Toronto, ON M5C 2R9

Reports to: Programming Director

Compensation: \$17.55/hour for 8-week contract.

Start: June 3rd, 2024

Summer opportunity for students! Do you have a keen interest in Media, Film, and the Arts? Reelworld Film Festival is an event that supports Canadian filmmakers identifying as Black, Indigenous, and People of Colour. Our Festival showcases films, presents informative and educational panels and workshops, hosts innovative artists programs and more.

Here is your chance to see behind-the-scenes of a prestigious & diverse Toronto film festival and screen-institute. Following the end of the CSJ Agreement, there is a possibility you may be offered a permanent position.

#### **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.

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Please email your resume and cover letter to [hr@reelworld.ca](mailto:hr@reelworld.ca) put Summer Jobs in the subject line.