



## JOB POSTING: REEL OPPORTUNITIES COORDINATOR

REEL CANADA is hiring four full-time coordinators to join our team on contract, starting as early as Monday 19 October and running through to 31 March 2021.

**REEL CANADA** is a charitable not-for-profit whose mission is to introduce youth to Canadian film and engage them in a conversation about identity and culture.

Our organization thrives on a collaborative and friendly team atmosphere. The successful candidate has a passion for cinema and Canadian culture, and wants to make an important contribution to the cultural life of this country.

This role will be working on our Reel Opportunities programme, which is designed to introduce high school students to the career opportunities available to them in the Canadian film industry, by bringing industry professionals (virtually) into the classroom to speak with students directly.

The Reel Opportunities Coordinators are valuable members of our team, and will be responsible for two main aspects of the programme:

1. Phone and email outreach to schools across the country, to book 150 workshops for the winter/spring of 2021.
2. Workshop delivery, which will take place online through a video conferencing platform such as Zoom.

Although the Reel Opportunities project will be the coordinators' main focus, REEL CANADA has many different initiatives and team members may be called upon to support any and all of our activities.

For the foreseeable future, work will be done from home with possible occasional small team meetings in person (TBD, subject to all public health regulations and best practices).

While most of our team is in Toronto, since we are working remotely at this time, we are open to candidates from all regions of the country, particularly if they have a strong community network in their home city/province.

Our programmes are offered in both English and French. If you're fully bilingual and want to help us bring our programming into more Francophone communities, please let us know in your cover letter.



## KEY RESPONSIBILITIES

- Working closely with a Manager and other members of the Coordination team to execute a national outreach strategy and book 150 Reel Opportunities workshops to take place in winter/spring 2021.
- Booking and planning workshops with schools and other organizations across the country
- Maintaining and regularly updating tracking documents (daily/weekly)
- Booking and communicating with film industry guests
- Booking facilitators to moderate workshop discussions
- Assisting Technical Director with all aspects of set-up, testing and show-running
- Following up after events with schools and other organizations that host workshops to collect feedback data
- Creating internal and external documents such as tech instructions, schedules, scripts, etc.
- Assisting our communications team with promotion and social media, as needed

Because this is an intensive project with a wide variety of phases of work, we are looking for candidates with diverse skills. Please note in your cover letter which of the following skills you possess (you do not need to have them all – two out of four would be great):

- Phone or sales experience and total comfort with cold-calling schools
- Public speaking or performance skills and ability to smoothly moderate conversations between multiple speakers on a video conferencing platform
- Tech or AV skills and/or livestream production experience using Zoom or similar video conferencing services and streaming live to YouTube/Facebook or elsewhere.
- Communications experience and comfort with managing social media accounts and/or using Canva, Wordpress, Mailchimp and similar services to create posts & mailouts.

## REQUIREMENTS

- Excellent written and oral communication skills
- Strong attention to detail is an absolute “must”
- Proficiency in Excel, Word, Google docs
- Familiarity with AirTable and/or Salesforce an asset
- Comfortable using Zoom and similar video conferencing services
- Ability to manage a number of different deadlines simultaneously



- Being both a team player and a self-starter, and able to work effectively from home
- 2+ years of film industry experience (production, exhibition, festivals or other)
- Fluent French is a strong asset

Salary range: \$45,000 - \$55,000, based on experience

Interested applicants are invited to apply on the REEL CANADA website, at: [reelcanada.ca/join-our-team](http://reelcanada.ca/join-our-team)

We thank all who apply, however only candidates selected for an interview will be contacted.

**PLEASE NOTE:**

This position is funded by Economic and Social Development Canada under the Youth Employment and Skills Strategy and therefore has strict qualifying criteria: All applicants must be 30 years of age or younger.

REEL CANADA is actively seeking candidates with diverse identities and lived experiences. Preference will be given to qualified applicants who are Black, Indigenous, or people of colour, and who self-identify as such in their applications.

REEL CANADA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please write to [contactus@reelcanada.ca](mailto:contactus@reelcanada.ca) to indicate what accommodations are required, or arrange a phone call.