



## **JOB POSTING: REEL OPPORTUNITIES MANAGER**

REEL CANADA is hiring a manager for our Reel Opportunities programme to join our team on contract, starting as early as Monday October 19 and running through to March 31, 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 overseeing 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 Manager is a valuable member of our team, and will be responsible for two main aspects of the programme:

1. Overseeing the creation and execution of an outreach strategy, to book 150 workshops for the winter/spring of 2021.
2. Overseeing the smooth execution of workshop delivery, which will take place online through a video conferencing platform such as Zoom.

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 recommendations).

While most of our team is in Toronto, since we are working from home at this time, we are open to eager to find candidates from all regions of across 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 our Operations Director and other members of senior management to create and execute a national outreach strategy to book and execute 150 Reel Opportunities workshops to take place in winter/spring 2021
- Working with senior management to design workshop delivery models
- Overseeing the work of a team of four outreach coordinators and the booking of all workshops
- Overseeing various tracking documents and ensuring they are updated daily/weekly
- Overseeing all aspects of workshop planning, including booking film industry guests, communicating with teachers, and maintaining schedules / calendars
- Working with our Technical Director on all aspects of set-up, testing and show-running
- Overseeing post-mortem follow-up with schools to collect feedback data
- Creating internal and external documents such as tech instructions, schedules, etc.
- Working with our communications team on 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 don't need to have them all – two or three out of six would be great):

- Experience managing large-scale projects, creating critical paths / timelines and supervising several team members
- Phone or sales experience and comfort with cold-calling
- 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 with writing press releases, managing social media accounts and/or using Canva, Wordpress, Mailchimp and similar services to create posts & mailouts.
- Experience and interest in database administration (CRM such as Salesforce), workflow systems, data auditing, etc.



## REQUIREMENTS

- Experience with event or project management and overseeing the work of a small team
- Strong attention to detail is an absolute must
- Excellent written and oral communication skills
- Excellent people skills and ability to manage employees
- Proficiency in Excel, Word, Google docs
- Familiarity with AirTable and/or Salesforce is an asset
- Comfortable using Zoom and similar video conferencing services
- Ability to manage a number of different deadlines simultaneously
- Ability to keep track of the big picture and strong attention to detail
- 4+ years of film industry experience (production, exhibition, festivals or other)
- Fluent French is a strong asset
- Experience with data management software is an asset

Salary range: \$50,000 to \$60,000, based on experience.

Interested applicants are invited to apply on the REEL CANADA website, at:

[reelcanada.ca/join-our-team](https://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 a youth employment program 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.