

2019 BACK OF HOUSE THEATRE REP Job Description



The Toronto Reel Asian International Film Festival (Reel Asian) is Canada's largest pan-Asian film festival showcasing films and videos by South, East and Southeast Asian artists from Canada, US and around the world. This year Reel Asian celebrates its 23rd year with 9 days of film screenings, industry panels, parties and special events so mark your calendars! Reel Asian takes place November 7-15, 2019 in Toronto and North York.

The Back of House Theatre Rep will lead back-of-house (BOH) operations at the Isabel Bader Theatre during the opening screening of the 23rd edition of the festival.

QUALIFICATIONS & EXPERIENCE

- Highly detail-oriented
- Prior film festival front-of-house experience required
- Strong communication skills
- Able to represent Reel Asian professionally
- Ability to multi-task and lead a team of volunteers
- Ability to work under changing conditions and tight timelines
- Takes initiative to problem solve

PRIMARY RESPONSIBILITIES

Supervises the wrangling of red carpet guests
Ensures that the red carpet walking order is executed
Manage BOH volunteer wayfinders
Manages the flow of the red carpet and time-keeps for the red carpet host
Co-ordinates the exit of red carpet walkers to either backstage or into the house

COMPENSATION

An honorarium of \$100 will be provided after the festival ends.

TIME COMMITMENT

Saturday November 2 6:00PM–7:30PM (venue training)
Thursday November 7 4:30PM–8:30PM

HOW TO APPLY

Please submit your resume to Chris Chin, Operations Manager by email to jobs@reelasian.com with "2019 Back of House Theatre Rep" in the title. All applications will be reviewed but only those selected for interviews will be contacted.

QUESTIONS?

For more information about Reel Asian, visit www.reelasian.com