

2019 GALAS INSIDE FOHA 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 Galas Inside Theatre Front-of-House Assistant (FOHA) will assist the Inside Theatre Rep in conducting inside front-of-house (IFOH) operations for screenings at the Isabel Bader Theatre during the opening and closing night screenings 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

Assist in executing the reserved seating plan
Assist in managing FOH volunteer ushers, ticket-takers, and clickers
Help co-ordinate opening of the house, in stages as applicable, and audience in-flow
Manage the arrival of late-comers during the intro
Assist in filling out the screening report sheet
Manage audience out-flow during the Q&A

COMPENSATION

An honorarium of \$120 will be provided after the festival ends.

TIME COMMITMENT

Saturday November 2 6:00PM–7:30PM (venue training)
Thursday November 7 5:00PM–10:00PM
Friday November 15 5:00PM-10:00PM

HOW TO APPLY

Please submit your resume to Chris Chin, Operations Manager by email to jobs@reelasian.com with "2019 Galas Inside FOHA" 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