

# 2019 GALAS INSIDE 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 Galas Inside Theatre Rep will lead 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

Ensure that reserved seating signage is in place  
Manage FOH volunteer ushers, ticket-takers, and clickers  
Co-ordinate opening of the house, in stages as applicable, and audience in-flow  
Manage/time-keep for screening intros  
Liaise with the projectionist/tech co-ordinator for the screenings  
Fill out the screening report sheet  
Supervise ballot-counting volunteers as applicable  
Manage/time-keep for post-screening Q&As as applicable  
Manage audience out-flow

## COMPENSATION

An honorarium of \$250 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](mailto:jobs@reelasian.com) with "2019 Galas Inside 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](http://www.reelasian.com)