

# 2019 GALAS OUTSIDE 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 Outside Theatre Rep will lead outside front-of-house (OFOH) 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 and a loud outside voice
- 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 lineups are orderly and sidewalk space is preserved for passers-by  
Manage FOH volunteer linespeople & expeditors  
Co-ordinate ticket buyer's lineup and rush lines as applicable  
Manage the exterior lineups in-flow after the house is opened, in stages as applicable

## COMPENSATION

An honorarium of \$200 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

Friday November 15 4:30PM–8:30PM

## 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 Outside 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)