

JOB OPPORTUNITY:

2024 SPRING EVENTS COORDINATOR



Founded in 1997, the Toronto Reel Asian International Film Festival (Reel Asian) is a unique showcase of contemporary Asian cinema and work by the Asian diaspora. As Canada's largest pan-Asian film festival, Reel Asian provides a public forum for Asian media artists and their work and fuels the growing appreciation for Asian cinema in Canada. In addition to the annual film festival, Reel Asian organizes year-round programming and educational initiatives in partnership with local schools and arts organizations around the GTA. Reel Asian will be celebrating its 28th annual festival this November.

Reporting to the Senior Operations Manager, the 2024 Spring Events Coordinator will be responsible for executing the following events

- the **Hollywood North StylLounge** event, scheduled for Apr 26-29 in conjunction with **Canadian Screen Week**
- the **What's Brewing at Hot Docs** event, an industry mixer scheduled for April 30, 2024
- the **Reel Asian Fire Horse Award Luncheon** event, scheduled for May 23, 2024.

Duties include but are not limited to:

FOR HOLLYWOOD NORTH STYLLOUNGE

- liaising with third party operator as a venue representative
- facilitating event organizer's use of the spaces and amenities
- ensuring that the event is integrated into the 401 Commons space in particular and the 401 Richmond ecosystem more generally

FOR WHAT'S BREWING AT HOT DOCS

- in the event of BIPOC TV & Film confirming as event partner, ensuring that they are fulfilling their negotiated partnership responsibilities
- acting as (or supporting) the volunteer captain to manage event volunteers
- obtaining the event SOP and securing purchased alcohol for the event
- coordinating Reel Asian's share of the catering and arranging for event rentals (e.g. glassware, serving ware, flatware)
- executing the tech requirements for the event

FOR REEL ASIAN FIRE HORSE AWARD LUNCHEON

- liaising with Shangri-La venue on new facilities arrangements, including communicating the run-of-show
- managing individual RSVPs for the event, including confirming dietary restrictions & meal options
- executing the operational plan for the event
- acting as (or supporting) the volunteer captain to manage event volunteers

In addition, the Spring Events Coordinator will be on hand to provide coordination support for events associated with Reel Asian's Asian Heritage Month activities, as yet unconfirmed, that may take place during the term of the coordinator's employment.

This position is conceived as a bridging contract in connection with the 2024 Festival Events Coordinator position and proposes that the same candidate selected for this short-term contract earlier in the year would be offered the right of first refusal to a more substantial contract around the annual festival. Work may be carried out largely remotely but as specific events come up more in-office or on-site hours will be required.

This position is a seasonal contract from April 1 thru June 7, 2024. The coordinator will be expected to write a post-mortem within two weeks of the end of the contract. The remuneration for this contract is \$2000. Hours are variable for this contract so remuneration will be evenly divided into bi-weekly pay periods for which the contractor will invoice Reel Asian.

HOW TO APPLY

Please submit your resume by **2PM on March 22, 2024** to Chris Chin, Senior Operations Manager by email to jobs@reelasian.com with **2024 Spring Events Coordinator** 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