

2024 Programming Coordinator Job Description

The Toronto Reel Asian International Film Festival® is a unique showcase of contemporary Asian cinema and work from the Asian diaspora. Works include films and videos by Asian-identifying artists in Canada, the U.S., Asia and all over the world. This year Reel Asian celebrates its 28th year November 13-24, 2024 in Toronto and online.

The Programming Coordinator will work closely with the Programming team to manage the submissions and provide support with administrative tasks as well as gain firsthand experience with Reel Asian's programming practices.

**Please note that this position may be supported by the Canada Summer Jobs (CSJ) Program. Only applicants who meet the following criteria for CSJ, as set out by the Government of Canada (Employment and Social Development Canada), are eligible to be considered (for full criteria, see below)*

QUALIFICATIONS & EXPERIENCE

- Highly detail-oriented
- Strong and adaptive communication skills
- Enjoys working in a collaborative environment
- A keen interest in festival programming and curation
- Enthusiasm and familiarity with community programming and media arts
- Prior film or media arts festival and/or programming experience an asset but not essential
- Able to represent Reel Asian professionally
- Ability to work and communicate under changing conditions and tight timelines
- Takes initiative to problem solve or to ask for further support
- Experience or interest in integrating accessibility into their workflow

PRIMARY RESPONSIBILITIES

- Taking lead with festival submissions:
 - Managing the submissions@reelasian.com email account
 - Managing submissions on FilmFreeway (i.e. review, filter, and categorize film submissions)
 - Assigning bi-weekly film batches to advisory screening committee members & pre-screeners
 - Handling load management of screening committee and pre-screeners as well as following up on assigned films
 - Attending programming committee meetings and assisting with facilitation of the discussions
- Programming responsibilities:
 - Assisting the programming team in screening content and being an active member in establishing and enforcing the programming practices for the festival in November

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- Providing administrative support for other events and programs hosted by Reel Asian, including the in person festival in November
- Supporting the programming team with introductions and Q&A's (as necessary) at the in-person festival in November.
- Supporting the programming team in liaising with jury members on screeners, deadlines, and deliberations
- Collecting materials from jury members and award winners for the festival awards ceremony
- Tracking and processing invoices for selected filmmakers and festival guests
- Being in communication with other departments at Reel Asian
- Preparing a post-mortem festival report and taking part in the staff post-mortem meeting
- Print traffic coordination:
 - Tracking, collecting, and collating assets (exhibition files, stills, EPKs) from selected films for Festival program and marketing (program guide, website, etc)
 - Liaising with Technical Coordinators on delivery and efficacy of assets

This work is hybrid remote/in person, primarily remote with more in person leading up to the in-person festival in November.

COMPENSATION

\$20/hr

TIME COMMITMENT

- April 15 - December 13, 2024
- Approx 22.5hr/wk from April 15 to Aug 30, 37.5hr/wk from Sep 3 to Dec 13

ADDITIONAL CRITERIA

Only applicants who meet the following criteria for CSJ, as set out by the Government of Canada (Employment and Social Development Canada), are eligible to be considered:

*• Must be between 15 and 30 years of age (inclusive) at the start of employment. • Must be a Canadian Citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment**; and, • have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations • Priority will be given to Canadian citizens and permanent residents who identify as women, Indigenous, Black, Persons of Colour (IBPoC), persons from the 2SLGBTQIA+ communities and persons with disabilities. • *International students are not eligible participants. International students include anyone who is temporarily in Canada for studies and who is not a Canadian citizen, permanent resident, or person who has been granted refugee status in Canada. Youth awaiting a refugee status ruling, as well as those who hold a temporary visitor visa, youth visa or work visa are ineligible.*

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HOW TO APPLY

Please submit your resume to Aram Collier, Artistic Director, by email to jobs@reelasian.com with "2024 Programming Coordinator" by **April 5rd, 9pm**. 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