

2018 Reel Asian Programming Coordinator

Job Description

The Toronto Reel Asian International Film Festival (Reel Asian) is Canada's largest pan-Asian film festival showcasing films and videos by Asian artists from Canada, US and around the world. The 22nd edition of the festival will take place November 2018 in downtown Toronto and North York. Reporting to the Head of Programming, the Programming Coordinator will be assisting in the Programming Department for the 22nd edition of the festival, including coordinating special programming projects and managing the internal programming database.

TIMELINE

June 2018 – January 2019 (Part-Time)
Full-time during November
Some evenings and weekends required

PRIMARY RESPONSIBILITIES

Responsibilities will include, but are not limited to:

Programming

- Assist the Head of Programming (HP) with the processing and evaluation of submissions. The Programming Coordinator will work with the HP, programming committee, and pre-screener to process and review the work.
- Assist in coordinating programming committee meetings, including scheduling, screener distribution, minute-taking, and agenda planning.
- Assist with the coordination of program notes and program guide
- Update database with up to date information, and keep detailed records on each programmed film, including digital files and images
- Assist with promotion, press releases and publicity, and marketing materials
- General administrative assistance for the festival

Special Projects

- Assist the Head of Programming (HP) with the administrative coordination of special projects for the festival, including but not limited to: scheduling, expense recording, program notes gathering.

Print Traffic

- Assist with communications between filmmakers and artists, regarding booking of exhibition copies and distribution of marketing materials (if applicable)
- Work with Technical Coordinator in booking tech check in all festival screening venues
- Coordinate Print Source listings in programme guide
- Assist maintenance of preview library, labels, catalogue in organized manner
- Coordinate dubbing of exhibition copies
- Coordinate compilations and dubbing of press preview copies and press clip reel

Other

- Assist with general activity at the RA office if required
- Job will require some lifting and late hours leading up to the festival and during the festival

REQUIREMENTS

The ideal candidate will have:

- Computer literacy in a Mac platform
- 1-2 years print traffic experience (a strong asset)
- Fluency in Asian language (a strong asset)

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- Strong interpersonal and communication skills, attention to detail
- Ability to represent Reel Asian professionally
- Ability to multi-task, work under changing conditions and tight timelines
- Takes initiative to problem solve
- Experience working at a film festival (an asset)

COMPENSATION

Commensurate with experience

HOW TO APPLY

Please submit your resume to Kristine Estorninos, Head of Programming (jobs at reelasian dot com), with 'Programming Coordinator' in the Subject line. All applications will be reviewed but only those selected for interviews will be contacted.

APPLICATION DEADLINE: May 18, 2018, 5:00 PM