

INDIGENOUS FILM FESTIVAL ORGANIZER



JOB OVERVIEW

The Kamloops Film Society (KFS) is looking to hire a full-time Indigenous Film Festival Organizer for a nine-week contract starting July 1, 2022. This is a 31 hour per week position working days, evenings, and weekends.

The Indigenous Film Festival Organizer's main goal is managing the delivery of the patron facing events, screenings, and activities of the inaugural 2022 Indigenous Film Festival co-presented by the KFS and Tk'emlúps te Secwépemc. The position works in conjunction with the Patron Engagement Manager and reports to the KFS Executive Director. Through funding from Canada Summer Jobs, the successful candidate will earn a wage of \$18/hr.

The KFS is looking to develop the festival into an annual event and hopes that the successful candidate brings their ideas, commitment, and love of film to the role, so that we lay a solid foundation for future iterations.

RESPONSIBILITIES AND DUTIES

The Indigenous Film Festival Coordinator will work from home and on site as needed. The responsibilities include, but are not limited to:

- Managing the Indigenous Film Festival Committee, ensuring fair and equitable workload and expectations.
- Scheduling, running and chairing committee meetings.
- Acting as the main liaison between the committee and the Kamloops Film Society.
- Ensuring delivery of all Indigenous Film Festival events and activities.
- Attendance at all Indigenous Film Festival screenings, events, and activities to ensure a high standard of delivery.
- Ensuring the productivity of all committee members and volunteers.
- Liaising with event venues as needed.
- Liaising with special guests as needed.
- Liaising with event partners and contractors as needed.
- Other festival related tasks, as required. For example: sponsorship calls.
- Working in the concession, delivering a positive patron experience.
- Making decisions, troubleshooting, communicating, and negotiating through issues with the team.
- Working with the Patron Engagement Manager to deal with customer facing initiatives such as marketing and special events related to the festival.
- Setting up and closing up the in-theatre operations.
- Delivering a positive patron experience for attendees.
- Ensuring the projection and sound technology is functioning properly.

- Guaranteeing the safety of patrons, ensuring COVID-19 protocols and other safety guidelines are followed.
- Dealing with customer questions via online channels such as Facebook.
- Updating the website with pertinent information.
- Communicating with the KFS team in regards to logistical and process changes
- Posting on the KFS social media channels and helping with other marketing initiative such as the KFS newsletter and print advertising.
- Bringing ideas to the table to make the operations as efficient as possible

Not all tasks/ responsibilities will be expected from the Indigenous Film Festival Organizer immediately. The goal is to build on the skills that the successful candidate already has and to develop the skills they have not yet had the opportunity to build.

QUALIFICATIONS

- This position is intended for a candidate of Indigenous descent, with preference going to members of the Tk'emlúps te Secwépemc community. Applicants are strongly encouraged to indicate whether they are members of these groups in their application.
- Be between 19 and 30 years of age (inclusive) at the start of employment;
- Be a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
 - International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.
- Be legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- Education: At least some post-secondary education required
 - Significant experience may be presented in lieu of formalized post-secondary education
- At least 3 years of customer service experience
- At least 1 year of supervisory/ management experience
- Serving it Right & Foodsafe Certification (Can be obtained once hired)
- Able to lift at least 20kg
- Consistent access to a vehicle and a valid driver's license.
- Must be available days, evenings and weekends
- Natural leader with excellent attention to detail and organization skills
- Preference will be given to candidates self identifying in any of the groups below. Please indicate in your job application whether you identify as any of the following:
 - Indigenous
 - Visible minorities/racialized
 - LGBTQ2

Interested candidates are asked to send a cover letter and resume to info@thekfs.ca with "Indigenous Film Festival Organizer" in the subject line by Wednesday, June 1, 2022. Only those shortlisted for an interview will be contacted.