

# ASSISTANT BLACK FILM FESTIVAL COORDINATOR



## JOB OVERVIEW

The Kamloops Film Society (KFS) is looking to hire a part-time Assistant Black Film Festival Coordinator for a five-month contract starting October 2023. This position will work approximately 10-15 hours per week, and a combination of days, evenings, and weekends, with some in-office time and some self-managed time. More hours per week will likely be required closer to the festival and during the event itself. If more hours are desired, there may be possibilities to work front-of-house shifts as well. This position will earn a wage of \$20/ hr.

The Assistant Black Film Festival Coordinator's main goal is to support the delivery of the patron-facing events, screenings, and activities of the inaugural Black Film Festival co-presented by the KFS, the Valid Dreams Foundation, and the Kamloops Caribbean Cultural Society. The position works in conjunction with various KFS staff and reports to the Festival Coordinator.

The KFS is looking to make the inaugural edition of the festival a success so the selected candidate will bring their ideas, commitment, and love of films to the role.

## RESPONSIBILITIES AND DUTIES

The Assistant Black Film Festival Coordinator will work from home and on-site as needed. The responsibilities include, but are not limited to, assisting with the following tasks:

- Managing the Black Film Festival Committee, ensuring fair and equitable workload and expectations.
- Setting up for, and taking minutes during the committee meetings.
- Ensuring delivery of all Black Film Festival events and activities.
- Attending all Black Film Festival screenings, events, and activities to ensure a high delivery standard.
- Researching for and liaising with event venues as needed.
- Researching for and liaising with special guests as needed.
- Researching for and liaising with event partners and contractors as needed.
- Other festival-related tasks, as required. For example, researching for and handling sponsorship calls/meetings.
- Making decisions, troubleshooting, communicating, and negotiating through issues with the team.
- Delivering a positive patron experience for attendees.
- Dealing with customer questions via online channels such as Facebook.
- Updating the website with pertinent information.
- Communicating with the KFS team in regard to logistical and process changes.
- Posting on the KFS social media channels and helping with other marketing initiatives 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 immediately be expected from the Assistant Black Flim Festival Coordinator. 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, through ample mentoring and guidance.

### QUALIFICATIONS

- This position is intended for a candidate of Black descent. Applicants are strongly encouraged to indicate whether they are members of this group in their application.
- Must be 19+
- Be legally allowed 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
- 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 at least some days, evenings, and weekends
- Natural leader with excellent attention to detail and organization skills
- Beyond what is stated above, 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 requested to send a cover letter and resume to [dusan@thekfs.ca](mailto:dusan@thekfs.ca) with 'Assistant Black Flim Festival Coordinator' in the subject line by **Friday, September 29, 2023**. A cover letter is **mandatory** for an application to be considered complete.

Only those shortlisted for an interview will be contacted.