



WOMEN IN FILM
AND TELEVISION
VANCOUVER

Communications Manager

Women In Film and Television Vancouver (WIFTV) is a member-driven, not-for-profit, society which addresses systemic barriers to women's equal participation in the production and dissemination of screen-based media.

We approach our goals by working with a range of partners to increase funding, employment, and promotional opportunities for women. We offer professional skill-based training and create opportunities to further female-led projects. We present and publicly celebrate the achievement of women in screen-based media, primarily, but not exclusively, through The Vancouver International Women in Film Festival.

WIFTV is currently looking for a full-time Communications Manager to develop and implement communications and marketing strategies for WIFTV's programs, events, and overall mission. This position will work closely with the WIFTV team to clearly represent the organization's voice and messaging and to connect WIFTV to our members, sponsors, supporters, and the greater screen based media industry.

Responsibilities include:

- Create communication strategies around the WIFTV calendar that support and promote our programs and events.
- Write and produce content for a diverse range of purposes, including press releases, social media posts, blog posts, website information, and reports.
- Oversee WIFTV's social media presence (Facebook, Twitter, Instagram, Wordpress) and targeted email campaigns with the goal of increasing engagement across platforms.
- Manage WIFTV's membership including all communication with members through the bi-weekly member enews, special announcements, and the member Facebook group.
- Maintain relationships with community partners to help collectively promote both our and their professional development opportunities in screen based media.
- Maintain a current media contact list as well as maintain relationships with key media representatives.
- Ensure that WIFTV's website is updated with accurate and engaging content.
- Assist with updating of the Producer's Workbook 5 Online Database.
- Provide logistical support for WIFTV's events such as the Monthly Networking Coffee Chats, The Vancouver International Women in Film Festival, and The Spotlight Awards.

Skills include:

- Post-secondary education in communications, marketing or digital media, or PR (or equivalency) with a minimum of two years related experience. Experience working in the non-profit sector beneficial.
- Ability to take initiative, be creative, work well independently and as part of a team.
- Excellent communications skills, both written and verbal, across all media platforms; Eye for detail, good editing skills; Ability to craft content that inspires and engages.
- Excellent project management skills and experience prioritizing and balancing multiple tasks under pressure.
- A working knowledge of Adobe Creative Suite (Photoshop, Illustrator, InDesign, Premiere Pro), Microsoft Office and Mail Chimp.
- Demonstrated ability to engage diverse audiences across multiple platforms

Women In Film + Television Vancouver
Society

415- 207 West Hastings Street, Vancouver, BC V6B 1H7
Phone: 604-685-1152 | womeninfilmm.ca | wiftv@womeninfilmm.ca



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- Ability to work flexible hours to participate in occasional evening meetings and events.
- A genuine interest in WIFTV's mission as well as the screen-based media industry and the ability to articulate it to a wide audience.

To apply, please send an email to wiftv@womeninfilm.ca with your resume and a one page letter explaining how you are qualified for and why you are interested in this position. Please put Communications Manager in the subject line of your email. Only those shortlisted for an interview will be contacted.

This is a full time salaried position at \$40,000 a year.

Deadline to apply: March 13, 2019

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