



WOMEN IN FILM
AND TELEVISION
VANCOUVER

INTERIM MANAGING DIRECTOR - JOB DESCRIPTION

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 an INTERIM full time MANAGING DIRECTOR to develop and implement strategies for WIFTV's programs, events, and overall mission. The Interim Managing Director will work closely with the WIFTV Board 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:

- Work with the Board of Directors and its committees in the development and implementation of WIFTV's vision, priorities and strategic programming choices, which currently includes, but is not limited to the WIFTV's film festival, workshops, mentorships, networking events, awards and award ceremonies;
- Work with the Board of Directors, and in particular its Sponsorship Committee, to further develop and implement an evolving sponsorship strategy;
- Research and apply for relevant grants and funding opportunities for WIFTV's various programs and associated costs;
- Create and maintain relationships with community and industry partners, and to represent WIFTV at community and industry events;
- Monitor, review and stay current on policies and practices affecting our industry locally, nationally and internationally and assist

[Women In Film + Television Vancouver Society](#)

415– 207 West Hastings Street, Vancouver, BC V6B 1H7

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the board and committees with analyzing them for their impact on women;

- Connect with other like-minded organizations to share resources and shape initiatives for addressing systemic barriers and bias;
- Attend monthly Board of Director meetings and Executive Committee meetings, as well as other committee meetings as required;
- Prepare WIFTV's annual budget in consultation with the Treasurer and Board of Directors;
- Oversee and ensure the effectiveness of the general administration of the organization, includes but is not limited to membership (correspondence, database), financial administration (budgeting, bookkeeping, bank deposits, appropriate controls), society act and insurance filings, public relationships, website maintenance, and office management;
- Carry out any other reasonable directions and requests by the Board of Directors, and to comply with the rules and regulations of WIFTV in connection therewith;
- Preparation and administration of standard agreements for WIFTV's programs;
- Assisting in the development and implementation of WIFTV's policies and procedures;
- Management of WIFTV's website, e-commerce and payment systems;
- Tracking of event attendance and other statistical information required for WIFTV's reports.

Skills include:

- Ability to take initiative, be creative work well independently and as part of a team;

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- Excellent project management skills and experience prioritizing and balancing multiple tasks under pressure;
- Ability to work flexible hours to participate in possible evening meetings and events;
- Excellent communications skills, both written and verbal, across all media platforms, with an eye for detail, good editing skills, ability to craft content that inspires and engages;
- Proficiency in Excel, Word, G Suites, digital file sharing and storage platforms;
- Ability and active interest in researching and assessing cultural and economic policy and practices for systemic bias.

WIFTV is committed to building a skilled, diverse workforce that's reflective of Canadian society. WIFTV is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

To apply, please send an email to jobs@womeninfilm.ca with your resume and a one page covering letter. Only those shortlisted for an interview will be contacted.

This is a full time interim salaried position at \$5,000 per month for a 9 month contract with the potential to grow into a permanent full time position.

Position starts July 1, 2020

Deadline to apply: June 19th, 2020