



Festival Director – Job Posting

About Women in Film and Television Vancouver

Women In Film and Television Vancouver (WIFTV) is a member-based organization committed to creating an equitable screen-based industry for women and gender diverse people.

By addressing systemic barriers we believe we are also working towards more inclusive, representative media. We approach our mission by:

- Advocating and organizing for equity in funding, employment, and promotional opportunities for all women and gender diverse people in the film and TV industry
- Providing low-barrier, accessible programming, including mentorship and educational events to increase women and gender diverse participation in screen-based media
- Producing the annual Vancouver International Women in Film Festival that champions women and gender diverse creators

WIFTV is inclusive of women (trans and cisgender), Two Spirit, non-binary and gender diverse people and male ally members. WIFTV incorporated in 1989 as a not-for-profit society registered in British Columbia. Our offices are located on the unceded traditional and ancestral homelands of the Musqueam, Squamish, and Tsleil-Waututh Nations.

Job Description

WIFTV is currently looking for a part-time year-round Festival Director to develop and implement WIFTV's signature film festival (scheduled as a 3-day hybrid event in 2022), and galas, networking, educational and related programming and events. The Festival Director will work closely with the Executive Director and WIFTV Board to clearly represent the organization's voice and mission in all aspects of event management. This position works



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on a flexible schedule year-round with some seasonal peaks and reports to the Executive Director.

Our ideal candidate demonstrates:

- Core values that align with WIFTV’s mission and principles of equity, diversity, inclusion, and accessibility in screen-based industries
- Ability to take initiative, be creative, work well independently and as a team leader
- Successful track record in multiple areas of festival and/or large-scale event management
- Excellent project management skills and experience prioritizing and balancing multiple tasks under pressure
- Ability to work flexible hours to participate in possible morning and 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

Responsibilities include:

- Showcasing WIFTV’s values and mission through well-curated, professional, innovative Women in Film Festival and year-round events (online and in-person, responsive to COVID-19 safety) including the Spotlight Gala, Coffee Chat series, Producers Panel series, VIFF-WIFTV events, member film screenings and more; responding to industry and advocacy needs in envisioning and delivering new programs
- Leading, managing and supporting festival and events staff including but not limited to: technicians, copywriters, publicist, communications, print traffic, events support and key volunteers
- Working closely with the Festival Programming Chair (curatorial) to present a unified vision across panels, workshops, awards, communications and more

Women In Film + Television Vancouver Society

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- Working closely with the Sponsorship Coordinator and Fundraising Committee to ensure sponsorship deliverables are met and steward relationships through our events
- Managing the Festival and Events budget and ensuring all events are delivered within these budgets; providing regular budget reports
- Internal/External Relations: Maintain and deepen relationships with an extensive network of community and industry partners; involving the WIFTV at community and industry events
- Reporting: Coordinating attendance tracking, collection of relevant statistics, creating and disseminating festival survey and post-event evaluations with key stakeholders, staff and Board
- Carry out any other reasonable directions and requests by the Executive Director and/or Board of Directors, and to comply with the rules and regulations of WIFTV in connection therewith

Application Information

To apply, please send an email to womeninfilmsearch@gmail.com with your resume and a one page covering letter. Deadline to apply is October 15, 2021.

We thank everyone for their application and ask for understanding that only those shortlisted for an interview will be contacted.

This is a part-time, year-round flexible position based on 15 hrs/week at \$26/hr, with a 3-month probationary period.

We especially encourage applications as diverse as the membership we serve; Indigenous, people of colour, and people whose sexualities, age and abilities across a spectrum are especially welcome.