

COMMUNICATIONS AND OUTREACH COORDINATOR

DOXA Documentary Film Festival, produced by the Documentary Media Society, is a community-oriented arts organization that premieres Canadian and international documentaries to Vancouver audiences during an annual 11-day festival, along with year-round programming. We are seeking a dynamic individual who is interested in working in a busy, energetic, film-loving environment to fill the contract position of Communications Coordinator.

Contract: January 9 - May 31, 2023

JOB DESCRIPTION:

To serve the mandate, mission and vision of the organization; reporting to the Director of Development and Communications, the Communications & Outreach Coordinator will work with the DOXA team to provide communications and design support for the 2023 DOXA Documentary Film Festival; to be an instrumental part of DOXA's progressive and collaborative work environment. A familiarity with film as an art form and an interest in community outreach are all major assets. Strong writing skills and experience with database and design softwares are required.

Communications and Community Outreach:

- Work with the Director of Development & Communications and the Director of Programming on communications/marketing strategy
- Work with DOXA senior management to develop and lead outreach strategies for the 2023 DOXA Documentary Film Festival, and additional events as needed
- Support in the research and implementation of new formal and informal community partnerships for DOXA films, while maintaining connections with existing community partners
- Coordinate DOXA's website content updates
- Coordinate and execute DOXA newsletter campaigns, alongside the Director of Development & Communications
- Work with the DOXA team to maintain and update DOXA's social media accounts
- Help execute and organize festival fundraising efforts (outreach, prize coordination with partners, etc.)
- Assist in the collection of film materials (stills, bios, production details, etc.) alongside programming staff
- Track, collect and file media clippings from various sources, including print and online
- General coordination and design duties

Design:

- Work with the Director of Development & Communications and DOXA's Graphic Designer on festival graphic design elements / graphic assets
 - Social media, newsletter, website in-house assets
- Assist in the compiling and quality control of sponsorship and advertising materials alongside Director of Development & Communications
- Develop print and web materials, as required

General Duties:

- Work within the set timeline required to carry out the duties of the position
- Keep accurate and easily accessible records of all work in order to ensure organizational continuity (files, hours, etc.)
- Complete a Final Report following the 2023 DOXA Documentary Film Festival with a timeline, task-breakdown and recommendations/learnings
- General miscellaneous duties assigned, as required
- Meet with DOXA staff, board and committees, as required
- Share general office duties, including telephone, mail, reception and other as required

QUALIFICATIONS

Applicants should be able to work independently, efficiently and under deadline pressure. Excellent written communication skills are required, and a detail-oriented, organized, motivated approach to workflow is encouraged. Applicants must have experience working with design software (Adobe Creative Suite), and have a strong interest in community outreach and relationship-building. Familiarity with various communications software (Drupal, Buffer, Mailchimp) and an appreciation for film are assets.

Working hours:

- Salary will not be pro-rated to reflect any greater or lesser number of hours worked above or below regular working hours. Salary will be paid in equal installments throughout the months of January to May notwithstanding the actual number of hours worked in any month.
- Employment is based on **35 hours/week**, with the understanding that the peak months (eg. lead-up to and during festival events) may require additional hours, and those hours will be balanced out from banked time prior to or additional time off at a later date. Dates to be approved by DOXA senior staff.

OUR VALUES

DOXA works hard to cultivate an equitable, accessible and respectful environment both in our organizational day-to-day and in festival offerings. The DOXA senior staff is organized laterally, in a non-hierarchical model of leadership. DOXA is a living wage employer. One of DOXA's founding principles is to engage with a diversity of curators, filmmakers, academics and activists to illuminate the intersections of social, economic and environmental justice. We believe that documentary cinema holds power within movements of social momentum and change, and is a valuable tool in interrogating unjust systems. We also believe in anti-racist education, increased mental health services, income and housing security, harm reduction services, accessible rehabilitation, public arts and cultural programs, decriminalization, transformative justice, and other vital community-based frameworks. **We believe that an investment in documentary film should be informed by a parallel investment in these tools for change.**

...

DOXA DOCUMENTARY FILM FESTIVAL

22nd Annual Festival
May 4-14, 2023

Do you possess a passion for community building and a knack for detail-oriented work? Are you interested in furthering your communications experience alongside DOXA's team of skilled and experienced staff? If the answer is yes, and you thrive in a flexible and creative environment, we want to hear from you!

We strongly encourage applicants with lived experience, from Indigenous communities, people of all races, ethnic origins, religions, abilities, sexual orientations and genders to apply. Your lived experience, as it relates to our work, will be valued. All candidates must be eligible to work in Canada, and must be fully vaccinated against COVID-19. This is **not** a work-remote position, though a hybrid in-office/from home work schedule is accepted.

Remuneration: \$3,016.44 / month + 4% vacation pay

HOW TO APPLY

Please submit a cover letter and resumé to hr@doxafestival.ca, attn: Sarah Bakke, Director of Development & Communications. Deadline to apply is November 15. We thank all candidates for applying; however, only those selected for an interview will be contacted.