

PROGRAMMING 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 Programming Coordinator.

Contract: Early November 2022 - May 31, 2023

JOB DESCRIPTION:

To serve the mandate, mission and vision of the organization; reporting to the Director of Programming, the Programming Coordinator will assist in setting targets and meeting short and long-term goals for programming and community engagement; to be an instrumental part of DOXA's progressive and collaborative work environment. A familiarity with documentary film as an industry and an art form, strong writing skills, and experience with database and spreadsheet softwares are all major assets.

Programming:

- Assist with the processing of submitted and requested films
- Ensure all submission records are organized across various platforms (Film Freeway, Eventival)
- Track submissions that have been reviewed by the Screening and Programming Committees
- Research and view films for DOXA Documentary Film Festival
- Attend Screening and/or Programming Committee meetings
- Organize database of filmmakers and films accepted into DOXA Documentary Film Festival and maintain said database; including proofing on a regular basis for accuracy of information
- Assist in the collection of film materials (stills, bios, production details, etc.) alongside the Director of Programming and communications staff
- Write program notes and assist in editing (as necessary) of the 2023 program guide and website
- Assist with and facilitate introductions and Q&As during the festival
- Work with the Director of Programming to coordinate post-film panels with participating films and filmmakers / community guests / industry professionals
- General coordination and programming duties

Justice Forum and Rated Y for Youth:

- Work with the Director of Programming to identify Justice Forum and Rated Y for Youth films
- Research, liaise with, and schedule Justice Forum and Rated Y for Youth panelists
- Identify and liaise with community groups to partner on specific Justice Forum films
- Moderate and assist with securing moderators for Justice Forum and Rated Y for Youth panels during the festival
- Oversee Rated Y for Youth school bookings (if applicable)

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 oral and written communication skills are major assets; a detail-oriented, organized, motivated approach to workflow is encouraged. Applicants must have experience as a film festival programmer or assistant/associate programmer. Familiarity with film and video formats and film production is an asset.

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 November 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.**

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Do you possess a passion for film and a knack for coordination work? Are you interested in furthering your programming 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!

DOXA DOCUMENTARY FILM FESTIVAL

22nd Annual Festival
May 4-14, 2023

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: \$3,180.60 / month + 4% vacation pay

HOW TO APPLY

Please submit a cover letter and resumé to hr@doxafestival.ca, attn: Atenas Contreras, Director of Business and Finance. Deadline to apply is **October 15, 2022**. We thank all candidates for applying; however, only those selected for an interview will be contacted.