

CONNEXIONS PROGRAM + ENGAGEMENT 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 Connexions Program + Engagement Coordinator; this person will coordinate the inaugural Kris Anderson Connexions Mentorship Program, and support DOXA's programming department.**

Contract: April 3 -August 31, 2023

JOB DESCRIPTION

To serve the mandate, mission and vision of the organization; to be an instrumental part of DOXA's progressive and collaborative work environment. Reporting to core leadership staff, the Connexions Program + Engagement Coordinator will be responsible for leading the selection of the Connexions mentee cohort, stewarding the cohort through their DOXA festival experience, coordinating complementary workshops/events/seminars in the months following festival proper, facilitating relationships between mentees and mentors, and supporting the Director of Programming with filmmaker relationships and festival engagement.

Kris Anderson Connexions Mentorship Program:

- Work alongside DOXA's Director of Programming and Director of Development & Communications to manage the mentee application process for the 2023 program
- In the lead up and during festival time, work with relevant DOXA staff and contractors (Industry Coordinator, Hospitality Manager, programming team) to coordinate filmmaker discussions, social opportunities and ancillary festival events for mentees, to enhance their festival experience
- Assist with communications tasks such as liaising with relevant partners, program stakeholders and generating newsletter/social media/website content, as required
- Coordinate post-festival series of workshops/talks/seminars tailored to mentee cohort interests and needs
- Act as point person and main support contact for program participants, as well as mentors:
 - Schedule one-on-one meetings with cohort members to establish an understanding of their objectives within the program, determine needs, brainstorm potential mentors
 - Communicate framework for mentorship (i.e. expected commitment of hours for mentors)
 - Provide ongoing check-ins to keep mentors and mentees on track, as necessary
 - Solicit feedback from program participants, for reporting purposes
- Ensure that all payments (cohort project micro-grants, speaker fees, mentor fees, etc) are processed, in collaboration with DOXA's Director of Business and Finance

Engagement and Education:

- In collaboration with Programming Coordinator, liaise, coordinate with schools, teachers and students regarding 2023 festival Rated Y for Youth program
- In collaboration with programming team, liaise, coordinate and schedule Rated Y for Youth post-screening discussions + panelists

- Support in the coordination of youth jury, including deliberation sessions (Nigel Moore Award for Youth Programming)
- Support in the coordination of Justice Forum panelists + speakers, alongside programming team
- Coordinate local and visiting artist/filmmaker schedules, in collaboration with the Director of Programming and the Hospitality Manager
- Participate in film screening introductions, post-screening Q&A moderation and panel discussions
- Assist with media relations related to festival programming, alongside core staff team

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 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 others as required

QUALIFICATIONS

Applicants should be able to work independently, efficiently and under deadline pressure. Applicants should have at least 3 years experience working in the local documentary industry with additional experience in festival coordination, and be familiar with the challenges faced by emerging filmmakers. Excellent oral and written communication skills are major assets; a detail-oriented, organized, motivated approach to workflow is encouraged.

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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HOW TO APPLY

Do you possess a passion for documentary film and a knack for coordination work? Are you interested in supporting the early careers of doc filmmakers, and facilitating relationships between emerging and seasoned filmmakers working in the industry today? If the answer is yes, and you thrive in a flexible and creative environment, **we want to hear from you!**

Please submit a cover letter and resume, including references, by March 24, 2023 to hr@doxafestival.ca, attn: Sarah Bakke, Director of Development and Communications.

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.

This is **not** a work-remote position, though a hybrid in-office/from home work schedule is accepted. Contract will be full-time starting immediately, in the lead up to the festival and during festival days. Post-festival and summertime hours will continue as part-time, depending on program and cohort needs. Fulfillment of contract hours is self-guided.

Remuneration: \$12,000 (flat fee)

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PROGRAM DESCRIPTION:

The Kris Anderson Youth Connexions Forum, named after one of DOXA's founders, was an exciting part of DOXA's programming from 2006 to 2013 and was designed to foster documentary filmmaking and storytelling skills in emerging filmmakers who face barriers in attaining their career goals. We intend to carry forward the original spirit and intent of the program, while continuing its evolution in meeting the matters of the day. The **Kris Anderson Connexions Mentorship Program** will facilitate one-on-one mentorship between an experienced documentary filmmaker and an emerging filmmaker. The program will create a space for participants to discuss their creative practice and their goals with a mentor who can speak to their specific needs, while also making space for peer mentorship and collaboration.

Program aims:

- Support the emerging wave of filmmakers who are committed to the pursuit of documentary media as an art form and the intersection of actuality and artistic expression
- Facilitate lasting connections between emerging and seasoned filmmakers; foster relationships of mutual learning across skill sets, disciplines, and experience levels
- Demystify the documentary-making process—from conceptualization to post-production and all that exists in between
- Address barriers to entry/equity in the documentary industry for emerging filmmakers through interpersonal modes, free from prescribed expectations; to meet emerging filmmakers where they are, and allow for a personalized mentorship experience

DOXA DOCUMENTARY FILM FESTIVAL

22nd Annual Festival
May 4-14, 2023

- Support the creation of new documentary work and participants' artistic development by providing a small grant in connection with their project
- Foster a life-long love of independent cinema and documentary media by immersing participants in film festival screenings, events, social opportunities and discussion with local and visiting filmmakers