

PROGRAMMING + INDUSTRY MANAGER

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 + Industry Manager.

Contract: January 8 - May 31, 2024

JOB DESCRIPTION:

To serve the mandate, mission and vision of the organization; be an instrumental part of DOXA's progressive and collaborative work environment. Reporting to the Director of Programming, the Programming + Industry Manager will assist in setting targets and meeting short and long-term goals for programming and community engagement related to the 2024 DOXA Documentary Film Festival. A familiarity with documentary film as an industry and an art form, experience in the film festival landscape and in programming/curation are required. Strong writing skills, and experience with database and spreadsheet softwares are all major assets.

Programming:

- Assist with the processing of submitted and requested films for the 2024 DOXA Documentary Film Festival
- Ensure all submission records are organized across various platforms
- Track submissions that have been reviewed by the Programming Committees
- Research and view films for the 2024 DOXA Documentary Film Festival
- Attend and moderate Programming Committee meetings with the Director of Programming
- Organize database of filmmakers and accepted films; maintain said database, including proofing on a regular basis for accuracy of information
- In collaboration with the Director of Programming, send film invitations to filmmakers and distributors
 - As well, track print traffic and film materials deadline(s)
- Oversee the collection of film materials (stills, bios, production details, etc) alongside the Director of Programming, the Programming Coordinator and communications staff
- Watch feature films and provide brief written notes: ~70-90 films in January, ~70-100 films in February
- Contribute to the writing of film notes for DOXA's 2024 printed program book (~20-40 in total); assist in editing (as necessary) the 2024 program book and related website copy
- Assist with and facilitate film introductions and Q&As during festival time
- Work with the Director of Programming, the Director of Development + Special Programs and the Programming Coordinator to coordinate post-screening discussions with participating filmmakers / community guests / industry professionals

General coordination, Justice Forum and Rated Y:

- Work with the Director of Programming, the Director of Development + Special Programs and the Programming Coordinator to identify Justice Forum and Rated Y for Youth films

- Research, liaise with and schedule Justice Forum and Rated Y for Youth panelists with the Director of Programming and the Director of Development + Special Programs
- Identify and liaise with community groups to partner on specific Justice Forum films in collaboration with Director of Programming and Director of Development + Special Programs
- Oversee Rated Y for Youth school bookings with the Audience Development coordinator

General coordination, DOXA Industry:

- Coordinate DOXA's Industry program in collaboration with the Director of Development + Special Programs, with support from the Director of Programming
- Work alongside guest and hospitality staff to ensure positive travel and accommodation experiences for Industry filmmakers and guests
- Work with the Director of Programming and the Director of Development + Special Programs to coordinate awards and jury deliberations (DOXA Feature Documentary Award, Colin Low Award for Best Canadian Director, DOXA Short Documentary Award, Nigel Moore Award for Youth Programming, Elevate Award)

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 2024 DOXA Documentary Film Festival with a timeline, task breakdown and recommendations/learnings
- Assist with other DOXA activities as required, such as:
 - Program book proofing
 - Generating newsletter/social media/website content
- 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 be able to coordinate a variety of details concurrently, and have a strong interest in festival programming, community outreach and relationship-building. Previous festival and/or film experience, as well as knowledge of Microsoft Office Suite, Google Suite and Filemaker Pro, are highly desirable.

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.**

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Do you possess a passion for documentary film as an industry and a knack for coordination work? Are you interested in furthering your programming and industry 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 up to date with their COVID-19 vaccinations. This is **not** a work-remote position, though a hybrid in-office/from home work schedule is accepted.

Remuneration: \$3,539.76 / month + 4% vacation pay

HOW TO APPLY

Please submit a cover letter and resumé to hr@doxafestival.ca, attn: Sarah Ouazzani, Director of Programming. Deadline to apply is **11:59PM PST December 14, 2023**. We thank all candidates for applying; however, only those selected for an interview will be contacted.