



LUNENBURG DOC FEST **Programs Coordinator**

Location:	Lunenburg, NS and area
Start Date:	June 24, 2019
Duration of Contract:	31 wks
Rate of pay:	\$18/hr (35 hrs/week)
Application Deadline:	June 17, 2019
Reports to:	Executive Director, Board of Directors
Key Relationships:	Festival staff, artists, community groups, schools, businesses, audiences/participants, volunteers

THE ORGANIZATION

Lunenburg Doc Fest showcases documentary films that entertain, educate and inspire, creating a cultural experience and place of connection between filmmakers and film enthusiasts in the UNESCO World Heritage site of Lunenburg, Nova Scotia.

THE OPPORTUNITY

The Programs Coordinator will train and work with Executive Director and core Lunenburg Doc Fest staff to assist in the organization, administration and successful delivery of Lunenburg Doc Fest events and program streams. Please note this position requires the hired applicant to work in LDF's office in Lunenburg.

Programs that the Coordinator will facilitate include the Youth Program (Youth Workshop, School Screenings, Youth Bursary, Youth/Family Screening), Interactive Arcade for youth and community, Seniors Workshop, Volunteer Program, select industry and Atlantic Canada Delegation initiatives, plus additional new or one-time programs for which the festival receives funding throughout the year.

The ideal candidate thinks creatively and thrives in a team environment. We seek a self-motivated team player with an engaged, cooperative attitude who brings positive energy to work. The candidate will have a passion for film, show flexibility, take initiative and enjoy a friendly fast-paced working environment. Organization and attention to detail are a must. Past experience with deadline driven assignments and/or live event management are an asset.

KEY AREAS OF RESPONSIBILITY

- Reports to and works with the Executive Director directly
- Supports and collaborates with organization staff and committees
- Assist in overseeing day to day programs planning, design and implementation for the Festival Program, Youth Program, Seniors Program, Interactive Arcade, The Dock Market Industry Program, Sponsor program, and Special Events

**Programming responsibilities:**

- Support program development, planning and coordination of program streams and activities
- Prepare project-based paperwork and order materials and supplies
- Monitor project budgets and track expenditures/transactions
- Assist in coordinating and processing film submissions, corresponding with filmmakers, and maintaining the database of all submitted films
- Support the programming team by collating invited films print and digital materials collection
- Assist with overall facilitation and coordination of logistics for events
- Collaborate with festival departments, partners and vendors to ensure project goals and timelines are met
- Participate in organizing the Volunteer Program and implementation as needed
- Book artist travel/flights maintaining cost effectiveness following approval of the ED
- Prepare and communicate filmmaker and industry guest schedules including screening and event details, travel, accommodations, fee payments, airport transfers
- Coordinate the creation and distribution of Sponsor and Artist Welcome packages
- Assist with festival awards program including award orders, correspondence with presenters and award winners, scheduling, and invoicing
- Facilitate guest participation in live events and serve as a key contact for artists throughout the event
- Coordinate with caterers and other vendors, when applicable
- Undertake any other programming-related tasks as reasonably requested by the Executive Director

General Administrative Duties:

- Keep accurate and easily accessible records of all work to ensure organizational continuity
- Schedule and organize meetings/events and maintain agenda
- Under the direction of the Executive Director, assist in the administrating and handover of artist contracts to the ED
- Submit a weekly status report detailing activities and timesheet
- Attend and provide updates at weekly staff meetings
- Coordinate staff travel including the ED/Director of Programming
- Contribute to the Festival wrap meeting
- Assist with programming report for Final Festival Report
- Other duties as required

SKILLS AND QUALIFICATIONS

In order to be successful in this role, the candidate will demonstrate the following:

- Experience with the Microsoft Office suite, Wordpress, and Apple software.
- Adaptable to a flexible work schedule
- Excellent communications skills, both written and oral
- Exceptional organizational skills and the ability to balance and prioritize competing demands and deadlines
- Experience in planning events or coordinating projects is an asset

NOTE: This position will include some evening and weekend work as required by events. The candidate will have the flexibility to work an adjusted schedule with more hours leading up to events and weekend hours with compensatory time off.



ELIGIBILITY

This job is funded through the Job Creation Partnership Program (JCP) of Employment Nova Scotia. To be eligible for the position you must qualify for the JCP program. You must be an unemployed individual (“insured participant”) as defined by Section 58 of the Employment Insurance Act. This means that you are an individual for whom:

- an unemployment benefit period has been established or has ended within the five years prior to the date of requesting assistance;
- or a benefit period that included a maternity or parental claim has been established within the five years prior to the date of requesting assistance, after which you remained out of the labour market in order to care for a newborn or newly adopted child and are now seeking to re-enter the labour force.

TO APPLY:

Please send a resume, a cover letter outlining why you wish to work with Lunenburg Doc Fest, and two references to info@lunenburgdocfest.com