



## **LUNENBURG DOC FEST** **Conference Coordinator**

<b>Location:</b>	Lunenburg, NS
<b>Start Date:</b>	August 5, 2019
<b>Duration of Contract:</b>	12 weeks
<b>Rate of pay:</b>	\$16/hr (35 hrs/week)
<b>Application Deadline:</b>	July 25, 2019
<b>Reports to:</b>	Executive Director
<b>Key Relationships:</b>	Executive Director, festival staff, industry delegates, service providers and 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 Conference Coordinator will train and work with the Executive Director, Programs Coordinator and other staff and volunteers to support Lunenburg Doc Fest (LDF) educational and industry programming including the festival's slate of workshops, round tables, panels, The Dock Market meetings, networking events, and other initiatives and tasks as needed. The ideal candidate will manage and meet deadlines with the ability to respond to fast-changing priorities and is a self-motivated team player with a cooperative attitude who brings positive energy to work.

### **KEY AREAS OF RESPONSIBILITY**

- Collaborate with Executive Director and LDF staff to coordinate conference programming in all areas of administration and coordination
- Coordinate and arrange all details and logistics related to efficient delivery of the conference programs by working with respective LDF departments for set-up and on-going needs
- Coordinate participant applications, registrations, invitations, schedules, and on-site service
- Coordinate and implement arrangements for industry delegates including travel, accommodation, contracts, digital assets collection, scheduling, and other tasks as needed
- Communicate and coordinate with conference partners (hotels, technical, catering, etc.) and act as the primary point of contact for communication between them and other LDF departments
- Alumni and industry outreach as required to promote and support the conference programs
- Assist in promotion of industry related programming through social media support
- Create, distribute, and gather evaluation information from conference delegates and partners
- Participate in festival debrief meeting and compile Industry Coordinator final report

- Other general office and programming duties as requested



**NOTE:** Due to the nature of the industry this position includes 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 followed by compensatory time off.

## **SKILLS AND QUALIFICATIONS**

- Able to function independently in a multi-task environment, as well as part of a team
- Computer skills — proficient with Apple Software, MS Word, Excel, social media applications
- Strong interpersonal skills; effective at conflict management
- Excellent communication skills, both written and oral
- Technical ability relating to presentation equipment (LCD projector), and set up is an asset
- Work under pressure, react quickly to requests, and manage many details simultaneously
- Ability to lift and carry up to 25 pounds
- Ability to improve operational processes and efficiencies
- Ability to work varied hours/days as business dictates

## **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.

**Confirm eligibility before applying:** <https://novascotia.ca/employmentnovascotia/programs/job-creation-partnerships.asp>

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 and cover letter outlining why you wish to work with Lunenburg

Doc Fest to info@lunenburgdocfest.com



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