

Inside Out

INSIDE OUT OTTAWA JOB OPPORTUNITY FESTIVAL COORDINATOR

Inside Out, presenter of the annual Ottawa LGBT Film Festival, is seeking an Ottawa-based Coordinator to assist in the planning and execution of the 2017 festival (running November 10 - 12). The Festival Coordinator position is primarily responsible for executing community outreach and engagement, group sales and marketing, and Festival logistic details for this important three-day cultural event. Inside Out is looking for a dynamic and independent worker with prior involvement in Ottawa's LGBTQ and cultural communities.

MAIN RESPONSIBILITIES:

- Assist with development and oversee execution of local marketing strategy/community outreach, including:
 - Refine and grow Inside Out's contact database of LGBT organizations, social groups and businesses in Ottawa
 - Develop local network of businesses and/or organizations for the distribution of promotional materials (including program guides, posters, postcards)
 - Coordinate and manage distribution of promotional materials
 - Coordinate presence at local LGBT and/or arts events leading up to the Festival to raise awareness
 - Coordinate local press and advertising opportunities, with the Marketing and Outreach Manager (Toronto-based)
- Facilitating group ticket and advertising sales
 - Engage with local groups and businesses to take part in group ticket purchases to festival screenings and events
 - Facilitate transactions, ticket deliveries and payment processing as necessary
 - Prospect and secure local advertisers to purchase space in festival program guide and / or on-site advertising opportunities
- Assist with planning Festival events
 - Support the Director of Operations and Events (Toronto-based) in researching and securing event venues, coordinating logistics, and facilitating local promotions and marketing
- Recruitment, scheduling and supervision of Festival volunteers including:
 - Develop and distribute call for volunteers
 - Coordinate pre-Festival volunteer sign-up/orientation session
 - Develop list of volunteer opportunities and manage volunteer schedule, under supervision from Inside Out staff
 - Oversee volunteers during Festival

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- Assist with logistical details as directed by Inside Out staff and act as liaison between Toronto staff and Ottawa contacts
- Other duties as required

REQUIRED EXPERIENCE:

- Bilingual applicants will be given priority
- Prior experience working with Ottawa LGBTQ and/or arts community (Volunteer experience will be taken into account)
- Experience with large-scale event coordination
- Proficiency in Microsoft Office including Excel and working with Google Docs
- Ability to work independently at home and have own computer
- Excellent verbal and written skills
- Driver's license (access to a car is an asset)
- Certain tasks will involve heavy lifting

CONTRACT DURATION: September 5 – November 15, 2017, 8 weeks average of 15-20 hours per week, 2 weeks average 30 hours. (Candidates should be prepared to work additional or irregular hours in the days leading up to and during the Festival).

COMPENSATION: \$4,500 for total duration of contract

DEADLINE FOR APPLICATIONS: 12:00 PM, Friday, August 11, 2017

Interested candidates should send a resume and cover letter as one PDF document, indicating where you saw the posting, to inside@insideout.ca. Please put "**Ottawa Festival Coordinator**" in the subject line of the email.

Inside Out thanks everyone in advance for their interest. Only those selected for an interview will be contacted. No phone calls please.

Inside Out is committed to access and equity, which includes a commitment to achieve diversity among its staff, board and other volunteers. We encourage applicants who reflect the broad diversity of the LGBT communities and communities that we work with, in particular those who are members of the Indigenous, ethnoracial and trans communities.

