

Inside Out



Corporate Sales Summer Student

Inside Out is a not-for-profit registered charity that has brought LGBTQ communities together in celebration of the best queer film from Canada and around the world for over 25 years. Through our annual Festivals in Toronto and Ottawa, our filmmaker development initiatives, our year-round events and screenings, Inside Out challenges attitudes and changes lives every day.

The Corporate Sales Assistant will work closely with the Director of Corporates Sales to research prospective Corporations and Businesses for Sponsorship of Inside Out initiatives.

Inside Out's sponsorship department manages corporate sponsorship and donations with a small advertising component. In 2016, the department was responsible for an estimated 20% of the organization's overall revenue of \$1.3 million. We are in the process of building sponsorships (both large and small) for the Ottawa LGBT Film Festival which is entering its 11th year. Working from our Toronto offices, the job will entail research, proposal writing, client follow-up, contract negotiations and managing promised deliverables.

Responsibilities

- Review budget lines for the department with respect to the Ottawa Festival
- Assist in creating a sales strategy for the Ottawa LGBT Film Festival
- Research potential companies that have been identified as a great fit for the organization
- Create proposals for prospects that have been selected as good candidates
- Attend meetings with the Director to present proposals and explain the benefits of partnering with Inside Out
- Follow-up in a timely manner
- Write and proof contracts
- Document all areas of corporate relationships including making sure that sponsors receive everything that they were promised
- Maintain existing relationships with all past sponsors and advertisers

We're looking for candidates with:

- 1-2 years of experience in an administrative position
- Demonstrated interest in event sponsorship and advertising
- Excellent interpersonal skills and the ability to build long-lasting relationships

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- Ability to multitask in a fast-paced environment
- Highly motivated with a positive attitude
- Takes initiative to support new projects/tasks and learn new skills
- Has excellent organizational skills
- Functions effectively under time constraints and within established deadlines, with particular attention to detail
- Excellent written and verbal communication skills, self confident with an excellent phone manner
- Has some experience with research
- Experience working with Google Docs
- Working knowledge of databases (Egnyte)
- Familiarity with the Toronto LGBT community and its diversity



Eligibility

- between 15 and 30 years of age at the start of the employment;
- registered as a full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act; and,
- legally entitled to work in Canada in accordance with relevant provincial/territorial legislation and regulations.

Interested candidates should send a resume and cover letter as a single PDF file, indicating your earliest start date. Please do not embed cover letter in body of email. All applications should be emailed to: brad@insideout.ca.



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 Aboriginal, ethno-racial and trans communities. We thank all candidates for their application however only those candidates who have been selected will be contacted for an interview.