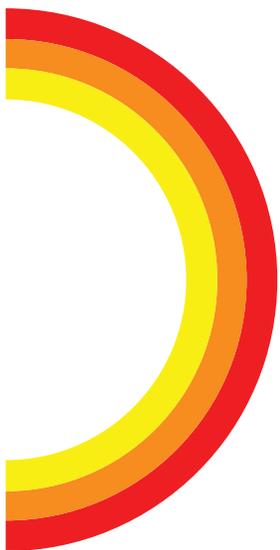


# Inside Out



## Events 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.

Responsible for assisting in the success of multiple, simultaneous events and projects. Requires a self-driven individual who is able to multitask, thrives on responsibility and take ownership for the success of the event. Must be able to work with other employees in a fast-paced environment.

### Responsibilities

- Assisting in coordination of all aspects of the Festival events including but not limited to, day of logistics, planning meetings, food and alcohol permits, program guides, email communication, registration and registration lists.
- Responsible for sending monthly e-newsletters and other scheduled communications to members.
- Answer phones, perform basic office activities and other assignments as needed.
- Ability to commit to long hours including weekends during event time

### We're looking for candidates with

- Must have completed a minimum of 1 year in a hospitality, events, marketing or relative field
- Previous experience and strong background in events management preferred.
- Advanced knowledge of Microsoft Office, internet & the ability to learn new computer programs quickly;
- Knowledge of budgets, project management and tracking reports.
- Highly organized, detail-oriented, and able to handle multiple projects simultaneously in a fast-paced team environment.
- Excellent verbal and written communication skills.
- Ability to work both independently and as part of a team.
- Availability to work non-traditional office hours.
- Experience in a non-profit environment and/or film festival experience is a significant plus.

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### **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: [winnie@insideout.ca](mailto:winnie@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.*

