



## EMPLOYMENT OPPORTUNITY **OPERATIONS AND EVENTS MANAGER**

### **Inside Out**

Inside Out presents the annual Toronto 2SLGBTQ+ Film Festival. It is the largest event of its kind in Canada. For 10 days, the Festival presents screenings, artist talks, panel discussions, youth programming, installations and parties that showcase more than 100 films from Canada and around the world.

### **Position Summary**

The Operations Manager plays a key role in the planning, coordination, and execution of all logistical and operational elements of the Festival, including screenings, parties, industry events, and special activations. The ideal candidate is an experienced event professional with a passion for arts and culture, a keen eye for detail, and a proven track record in managing teams, logistics, and budgets.

**Reports to:** Festival Director

**Job Type:** Full-time, contract from January 5th to June 12th, 2026

**Compensation:** The position offers an hourly rate of \$26.00 to \$28.00/hr, commensurate with experience

### **Supervisory Responsibilities**

- Supervision of contract staff, event personnel, interns, and volunteers
- Direct oversight of the Volunteer Coordinator
- Collaboration with Box Office and Venue Operations teams

### **Key Responsibilities**

#### Event Management

- Lead logistical planning and execution of all festival events including screenings, Youth Day, parties, and Lounge activations
- Book venues and act as the primary liaison, ensuring operational success
- Coordinate talent bookings, logistics, and hosting
- Assess technical needs in collaboration with venue teams
- Ensure that all events meet accessibility and safety standards
- Manage event and operational budgets, tracking all expenditures and ensuring cost efficiency

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Insideout.ca

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# Inside Out

## Operations Management

- Develop and maintain operational documentation including manuals, training guides, and checklists
- Support and supervise the Volunteer Coordinator in volunteer recruitment, onboarding, training, and scheduling
- Assist in the recruitment and onboarding of festival contract staff as needed
- Maintain the festival database and schedule, coordinating with all departments to ensure up-to-date and accurate information
- Provide logistical and on-the-ground support for events including industry panels, receptions, and sponsor activations
- Support Venue Operations and Box Office Manager in preparing training materials, documentation, and necessary equipment
- Manage the implementation of all audience, staff, and volunteer accessibility services, including ASL interpretation, assistive devices, and decompression spaces

## Reporting & Documentation

- Compile and maintain detailed event and festival documentation for operational consistency
- Submit post-mortem reports, including lessons learned, key outcomes, and areas for improvement
- Ensure all files, reports and documentation are archived digitally in the shared file system

## General Support & Collaboration

- Additional duties as assigned by the Festival Director

## Qualifications

- Experience in event and/or festival management, preferably in arts, culture, or non-profit sectors.
- Demonstrated ability to manage teams and delegate tasks effectively
- Strong organizational and time management skills with the ability to multitask under pressure
- Knowledge of accessibility practices
- Proficiency in project management tools, Google Workspace, and event databases
- Excellent communication and interpersonal skills

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# Inside Out

- Comfortable working independently and collaboratively in a dynamic environment.
- Strong commitment to fostering inclusive environments that uplift and support 2SLGBTQ+ individuals.
- Valid Ontario driver's license an asset

## Working Environment

- Hybrid position, with in-office work required Tuesday through Thursday, and remote work permitted on Mondays and Fridays
- Full-time (37.5 hours/week), with flexible scheduling during the Festival period
- Must be available to work some evenings and weekends, especially during event and festival dates
- Some physical tasks may be required, including event setup and supply transport

## Application Deadline: November 26, 2025

Please note that we will be reviewing applications as they come in and scheduling interviews with selected candidates at the earliest opportunity.

## Application Process:

Interested candidates should upload a resume and cover letter as one PDF document [here](#).

*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 2SLGBTQ2+ communities that we serve.*

For more information about Inside Out, please visit our website at [www.insideout.ca](http://www.insideout.ca)

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