



Friday, January 30, 2026

## **Employment Opportunity** Partnerships Coordinator

### **Inside Out 2SLGBTQ+ Film Festival**

Inside Out is a not-for-profit registered charity that strives to be a community leader in the elevation of films by and about 2SLGBTQ+ people of all ages, races, and abilities through promotion, production, and exhibition.

Our community-driven touchpoints include the annual Festival in Toronto, collaborative filmmaker initiatives and youth engagement programs, as well as year-round events and screenings.

### **Position Summary**

The Partnerships Coordinator works closely with the Partnerships Manager to ensure high-quality stewardship for our sponsors. You will help plan, deliver, and report on sponsor activations, events, and internal processes during the 2026 Festival. In this role, you will coordinate across departments, support sponsor commitments, and contribute to smooth festival operations. Your work will help strengthen relationships and create meaningful experiences for our community and sponsors.

**Reports to:** Partnerships Manager

**Contract Term:** March 17 - June 12, 2026.

**Job Type:** Part-time (15h/wk) for the first 4 weeks and the last week of the contract. Full-time (37.5h/wk) from April 20 - June 5, 2026.

**Compensation:** The position offers an hourly rate of \$24.00.

### **Key Responsibilities**

#### Festival Planning

- Support the development of sponsorship proposals for new and existing sponsors.
- Assist with sponsorship agreements, invoicing, and related administrative tasks.
- Help prepare sponsor communications, including email reminders and templates.
- Work with the Partnerships Manager to coordinate fulfillment plans for Festival sponsors.
- Maintain tracking tools for sponsor benefits and communications.
- Serve as a point of contact for sponsors on fulfillment-related questions.
- Coordinate with Festival Operations and the Box Office on activation logistics and ticketing.
- Work with Marketing on program listings, signage approvals, and website audits.
- Track content capture requests and sponsor deliverables.

## Festival Delivery

- Support the on-site execution of sponsor deliverables and activations.
- Provide front-line support to sponsors during Festival days.
- Coordinate with internal teams to ensure sponsor benefits are delivered as planned.
- Assist with sponsor hospitality moments and special events.
- Track live fulfillment of sponsor benefits and flag any outstanding items.
- Support sponsor ticketing and access needs.
- Communicate in real time with Festival Operations, Box Office, and Marketing to resolve fulfillment issues.

## Festival Reporting

- Help compile sponsor fulfillment summaries and recap documents.
- Reconcile delivered benefits against sponsorship agreements.
- Assist with sponsor wrap reports and decks.
- Gather photos, video, attendance figures, and engagement metrics for reporting.
- Participate in internal debriefs and documentation of lessons learned.

## Qualifications

- Comfortable working independently and as part of a collaborative team in a hybrid environment.
- Adaptable, detail-oriented, and resourceful, with a steady, problem-solving approach during peak periods.
- Strong organizational and time-management skills.
- Strong written and verbal communication skills.
- Experience using Google Workspace or similar tools and project management tools such as monday.com. Familiarity with CRM systems is an asset.
- Availability to work the required hours during Festival time.
- Interest in film, festivals, and the 2SLGBTQ+ community.
- Must be available to work some evenings and weekends, especially during event and festival dates.

## Working Environment

- Hybrid position, with in-office work required Tuesday through Thursday, and remote work permitted on Mondays and Fridays.
- Additional in-office hours will be scheduled as needed.
- On site work at festival venues will also be required.



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**Application Deadline:** February 21, 2026

Please note that applications will be reviewed on a rolling basis and early submissions are encouraged.

**Application Process**

Interested candidates should upload a resume and cover letter as one PDF document [HERE](#). Only those selected for an interview will be contacted.

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 2SLGBTQ+ communities that we serve.

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