Inside Out

EMPLOYMENT OPPORTUNITY **INDUSTRY COORDINATOR**

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
Inside Out is seeking an Industry Coordinator to support the Festival Manager in delivering the Festival's industry programming, including Industry Day and the International Finance Forum. This role is well suited to someone who is passionate about film and excited by the behind the scenes work that brings programming to life. From supporting panels for film enthusiasts and industry professionals to coordinating guests and event logistics, the Industry Coordinator will play an important role in creating engaging experiences for filmmakers and film professionals. The ideal candidate is highly organized, thrives in a fast paced festival environment and has a strong interest in film and industry programming.

The Coordinator will focus primarily on planning, confirming and executing Industry Day and International Finance Forum events. Responsibilities will include, but are not limited to, developing and coordinating programming, drafting and sending invitations, working closely with venue teams on logistics and day of execution, and ensuring a smooth registration process for guests.

Job Description

Job Title: Industry Coordinator

Reporting to: Senior Manager, Festival and Industry Programs

Timing: January 11, 2027 to June 4, 2027

Hours: 37.5 hours per week

Compensation: The position offers an hourly rate of $24.00/hr

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Responsibilities

Programming & Administrative Support

- Coordinate, shortlist and confirm industry programming in collaboration with the Industry team.
- Invite and confirm panelists, speakers and other industry programming guests.
- Liaise with filmmakers, guest speakers and industry executives to collect required information and coordinate schedules.
- Set up and maintain industry programming and guest information through the Festival platform, Eventival. Familiarity with the platform is an asset but training will be provided.
- Proofread film and industry information for the program guide, catalogue and website.
- Provide support with industry guest services, including staffing the Industry Guest Services Desk as needed.
- Provide reporting and administrative support as requested.
- Support other programming and industry-related duties as required.

Event Coordination

- Provide logistical support for industry events and programming, both online and in person.
- Assist with event setup, registration and technical needs.
- Support talent and guest coordination during in-person events.
- Provide basic technical support during industry events as needed.

Guest Relations

- Maintain regular correspondence with industry guests, speakers, filmmakers and executives.
- Coordinate guest schedules, attendance details and event requirements.
- Coordinate registration processes for Industry guests.
- Support the Festival Manager in ensuring a positive and organized experience for industry guests throughout the Festival.

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Qualifications

- Previous experience working in a similar role at a film festival or large scale, multi day event.
- Strong organizational skills with superb attention to detail.
- Ability to work under pressure, meet tight deadlines and manage multiple priorities in a fast paced environment, while communicating effectively with multiple stakeholders.
- Proficiency in a Mac environment; database experience is strongly preferred.
- Ability to work independently and collaborate effectively with other staff.
- High level of familiarity with our primary stakeholder groups, the film industry and 2SLGBTQ+ communities.
- Basic technical troubleshooting skills and comfort supporting the setup of event equipment, such as microphones, TVs, projectors and other audio visual equipment.

Position Details

- Hybrid position, with in office work required Tuesday through Thursday and remote work permitted on Mondays and Fridays.
- Full time, 37.5 hours per week, from January 11 to June 4, with flexible scheduling during the Festival period.
- Must be available to work some evenings and weekends, particularly during events and the Festival.
- Must be available to work during the 2027 Inside Out 2SLGBTQ+ Film Festival, May 20 to May 30, 2027.

Application Deadline: November 18, 2026
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

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