

**INTERNAL / EXTERNAL  
JOB POSTING**

**Festival Coordinator, Summer Student – Centretown Movies  
Fixed term full-time contract of 8 weeks (July 3<sup>rd</sup> to August 28<sup>th</sup>, 2019)**

This summer student position involves coordinating all activities related to the promotion and community screening of movies selected by the Centretown Movies Steering committee. The position is supported by a committed group of volunteers, that make up the Centretown Movies Steering Committee, and a CCHC Health Promotion staff member.

**Duties:**

**1. Administrative tasks**

- Ensuring availability and function of equipment for Saturday screenings (e.g. DVD testing)
- Purchasing required supplies, equipment/parts needed for repairs, and services (e.g. snacks, posters, cables, batteries, print services etc.)
- Coordinating with Community Organizations that host movies on Friday nights
- Monitoring weather forecasts and communicate movie cancellations
- Preparing a festival report

**2. Volunteer Management**

- Promoting, recruitment, orientation, training and supervision of festival volunteers
- Communicating shift schedule to volunteers and providing support/feedback as needed

**3. Marketing of the Festival**

- Designing and coordinating distribution of promotional materials
- Promoting the festival through the internet, social media and print media, throughout the festival

**4. On Site Supervisor**

- Attending all screening nights
- Supporting equipment set-up and take down
- Facilitating and managing incidents in collaboration with Centretown Movies Steering Committee Members

**5. Financial Responsibilities**

- Collecting donations, counting, and recording amount after each screening
- Assisting with managing, adhering to and reporting on Festival budget

Centretown Movies Outdoor Film Festival (CMOFF) is an inclusive community film event that takes place every Friday and Saturday beginning mid-July through the month of August in Dundonald Park, in Ottawa.

**Requirements:**

- Post secondary Education
- The Centretown Movies Festival Coordinator **must** be a full time college/university student in the past semester **and** be returning to school full-time in September
- Knowledge and experience working in audiovisual/ film
- Experience in event planning and publicity implementation
- Ability to communicate and collaborate with the Centretown Movies Steering committee chair and/or CCHC staff lead

**Desirable**

- Interest and knowledge of community work is an asset
- Interest and knowledge of film, or communications is an asset
- Experience working with diverse communities

**Language designation:**

English, written and spoken

French and other languages is an asset

Start date: July 3, 2019 to August 28, 2019 (8 weeks contract)

Salary range: \$15.00/hour

**How to “express an interest” for this opportunity:**

Submit your letter of interest along with your résumé on or before **May 13, 2019** to [jobs@centretownchc.org](mailto:jobs@centretownchc.org).

Please note the following:

- The subject line of your email should read “Term Full-time - Festival Coordinator, Summer Student Centretown Movies”
- The file name for your resume should read:“(last name)\_(first name)\_ Resume
- The file name for your cover letter should read: “(last name)\_(first name)\_ Cover Letter

We thank all applicants but regret that we can only contact those to be invited to an interview.

Candidates with a disability requiring accommodation during the application and/or the interview process should contact us at [jobs@centretownchc.org](mailto:jobs@centretownchc.org) so arrangements can be made. CCHC is an equal opportunity employer and values diversity in its workforce and as such all applicants are welcome.