

GENDER EQUITY IN MEDIA SOCIETY

Festival Coordinator

Part-time, work-from-home, variable hours (around 10-15 hours per week)

Compensation: \$24/hour

Application deadline: June 21, 2024

Fixed-term contract, July 1, 2024 - April 30, 2025

About Gender Equity in Media Society Vancouver

Gender Equity in Media Society Vancouver (GEMS) is a member-based organization committed to furthering gender equity in film and television. Previously named Women in Film and Television Vancouver (WIFTV), GEMS incorporated in 1989 as a not-for-profit society registered in British Columbia. By addressing systemic barriers, GEMS works towards supporting more inclusive, representative media. Our offices are located on the unceded traditional and ancestral homelands of the Musqueam, Squamish, and Tsleil-Waututh Nations.

By addressing systemic barriers we believe we are also working towards more inclusive, representative media. We approach our mission by:

- Advocating and organizing for equity in funding, employment, and promotional opportunities for all women and gender diverse people in the film and TV industry
- Providing low-barrier, accessible programming, including mentorship and educational events to increase women and gender diverse participation in screen-based media
- Producing the annual Gender Equity in Media Festival that champions women and gender diverse creators

Job Details

GEMS is looking for a Festival Coordinator to track and organize film submissions for our annual international film festival, GEMFest. The Festival Coordinator will work closely with the Festival Director and GEMS staff to ensure clear maintenance of film submissions and clear communication with filmmakers and guests.

Responsibilities

- Navigate FilmFreeway to ensure proper categorization for film submissions based on festival eligibility criteria
- Flag films with the correct tags
- Update film evaluation spreadsheets in a timely manner
- Provide discounts and waivers to filmmakers when appropriate

- Troubleshoot FilmFreeway and assist filmmakers with any submission issues
- Assign films to the evaluation team
- Act as a liaison between filmmakers, the evaluation committee, volunteers and GEMS staff
- Maintain clear and direct communication with the team
- Gather filmmaker and film information and assets, communicate directly with filmmakers regarding the festival and their films
- Organize and maintain an accurate database of filmmakers and films
- Assist in the collection of film materials (stills, bios, production details, etc.)
- Assist with the collection of curatorial support materials, including program guide notes and film descriptions alongside the programming team
- Complete file quality control checks
- Assist with organizing and facilitating introductions and Q&As during the festival
- Work with the festival staff to coordinate post-film panels with participating films and filmmakers / community guests / industry professionals
- Compile, edit and organize content for the website, press releases, social media, e-newsletters and print
- Collect information on selected films and filmmakers and assist in completing festival reports
- Support the Festival Director and GEMS team in preparation for GEMFest 2025.

Our ideal candidate demonstrates:

- Core values that align with our mission and principles of equity, diversity, inclusion, and accessibility in screen-based industries
- Ability to take initiative, be creative, work well independently and in a team
- A demonstrated ability to work respectfully with marginalized community members
- Ability to make themselves available during weekday business hours to interact with participants and GEMS staff as needed
- Willingness and ability to participate in occasional weekend and evening meetings and events
- Excellent communication skills and experience prioritizing and balancing multiple tasks
- Experience and knowledge in FilmFreeway
- Proficiency in Zoom, WordPress, EventBrite, Microsoft Office, Google Workspace, Slack, digital file sharing and storage platforms.

Remuneration

There will be an expected 10-15 hr/week time commitment (time commitment may vary during festival hours). Compensation is \$24/hour. The selected candidate will be responsible for tracking and justifying their hours and ensuring they keep a detailed record of how these are allocated.

This is a part-time contract. The successful candidate will enter this position as an independent contractor and no payroll deductions will be made.

Reporting

- Reports to the Festival Director and GEMS staff.

Experience

- 2+ years of experience in administrative support, or equivalent
- Film festival experience is highly valued
- Demonstrated experience with digital file management
- An understanding of the Canadian Film & Television Industry is valued
- An understanding of Canadian Non-Profit sectors is valued
- Experience working with marginalized and equity-seeking communities is highly valued
- Applicants should demonstrate a strong understanding of gender equity.

Please note: The right candidate demonstrates progressive values that align with the organization's views on gender equity and understands that the primary goal of the organization is to serve those seeking equity on the basis of gender (such as but not limited to: cis women, trans women, trans men, gender diverse, non-binary, 2-spirit). While we are in support of anyone who wishes to learn more, we expect candidates to have a basic understanding of gender equity.

Application Information

To apply, please send an email to jobs@gemsvancouver.org with your resume and cover letter, mentioning the job title in the subject line. Please note that applications without cover letters are not likely to be considered, as we have a large volume of applications.

If you have an accessibility need and would like to submit an application in a different format, please email jobs@gemsvancouver.org ahead of the position closing to inquire about accommodations.

We encourage applications from all candidates, regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, or any other characteristic. All applicants will be duly considered on the basis of their qualifications and experience.

We thank everyone for their application and ask for understanding that only those shortlisted for an interview will be contacted.