

Fantasia

Come join our vibrant and dynamic team for the 27th edition of the festival!

QUÉBEC PROGRAMMING ASSISTANT

Responsibilities (will include but not be limited to):

- Assist in sending emails to selected filmmakers regarding their screening date and time, tickets, etc.
- Be the point of contact for filmmakers regarding all questions related to their screening
- Assist in maintaining Zone Festival database up to date
- Assist the programming team with various tasks related to the Fantastique Weekends du cinéma Québécois
- Position is almost all remote, occasional presence required at the festival.

What we're looking for:

- Detail oriented with strong organizational skills
- Impeccable written and spoken French and English is required, as this position involves direct contact with international members of the press and industry
- Strong familiarity with Microsoft Office and Google Drive
- Familiarity with the film festival environment considered an asset
- Own a cellphone
- Own a portable computer OR be comfortable using a Chromebook computer
- Available 10-15 hours a week

Contract: Mid-May to August 16, 2023

Must be available July 20-August 9 inclusively

Honorarium: \$2,000.00 CAD

TO APPLY: Submit your cover letter and resume to this link by, **April 20th, 2023** →

<https://airtable.com/shrfvhjfv4QAhmCHE>

Fantasia actively promotes employment equality, and values parity and diversity in its hiring practices.