



JOB POSTING

EDUCATION COORDINATOR

Employment Type: Fixed Term Contract

Start Date: Starts July 16, 2019; ends September 15, 2019

Hours: Estimated average of 24 hours per week from July 16 to September 15, involves evenings and weekends, especially during the festival.

Reporting to: Artistic Director

Supervising: N/A

Salary/fee: \$3,600 flat for the contract

The Calgary International Film Festival's Mission

To entertain and engage audiences by curating the most innovative and compelling films, and creating remarkable festival experiences.

The festival is a 12-day showcase of up to 200 multi-genre films from Canada and over 40 other countries, hosting gala events, screenings, award ceremonies and special presentations. Additionally, the festival co-presents other programs, such as Doc Soup, throughout the year.

Role

The Education Coordinator performs administrative and logistics functions supporting the festival's youth program, Generation Next, and acts as liaison between the festival and teachers and/or school boards in relation to class curriculum. Generation Next is a groundbreaking program that engages high school students directly in the film selection process for a new teen section of the festival to be attended by 1,200 high school students for special daytime class screenings.

Responsibilities include:

- Develop and distribute communication materials related to the Generation Next program & films, to teachers (Maps to and of the screening venue, signs, film details)
- Maintain teacher contact database
- Manage, coordinate, and communicate confirmed registration, film selections, and schedule with individual teachers
- Track and confirm attendance for all attending classes
- Watch the selected Generation Next feature films (up to six unique titles)
- Create information documents, specifically for teacher use, for each Generation Next feature film title. The documents must include curriculum ties, suggested in-person discussion topics for teacher, content warnings, and general film information (e.g. synopsis, Alberta Film Classification rating etc.)
- Identify and describe in detail content that may be a concern to teachers (e.g. mature themes, language, violence, etc.). Contextualize content to teachers from both a curriculum and current-affairs perspective.
- Provide detailed post mortem notes and archived files (hard and electronic) relevant to the position
- Assist in the booking of busses for attending classes, when necessary
- Execute the festival's volunteer rewards and acknowledgement program
- Execute post-festival volunteer survey, created by Operations Manager
- Attend and contribute to an in-person festival post mortem
- Provide detailed post mortem notes and archived files (hard and electronic) relevant to the position and the work accomplished following the festival

Qualifications:

- Outstanding collaborator and team player
- Experience in lesson planning
- Experience working with schools; existing relationship with Calgary Board of Education (and other school boards and independent schools) staff an asset
- Experience with collecting and tracking data in a database
- Skill and experience with spreadsheets, numbers and statistics
- Excellent administrative and organizational skills
- Ability to prioritize tasks in a deadline-oriented, fast-paced environment
- Excellent written communication skills
- Ability to handle difficult situations with aplomb and grace
- Adaptable to a flexible work schedule, including some evenings and weekends

To Apply

Email a resume and cover letter **in a single document** to hr@calgaryfilm.com **no later than 4:00 pm, Monday, June 17, 2019**. Please use "Education Coordinator" as the email subject line. We thank everyone who applies for their interest, but only applicants selected for an interview will be contacted. No phone calls, please.