



JOB POSTING

SCHOOLS COORDINATOR

Employment Type: Fixed Term Employment Contract

Start Date: Starts March 26, 2018, ends October 31, 2018

Hours: Varying throughout contract. Estimated average of 10-16 hours throughout most of the contract, except from mid-August to the end of September when it would be full time hours. May involve evenings and weekends, especially during the festival.

Reporting to: 'Generation Next' Program Lead

Supervising: N/A

Salary/fee: \$10,800 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 Schools Coordinator actively promotes the "Generation Next" youth program to teachers in Calgary, resulting in teacher registrations. Additionally, s/he performs administrative and logistics functions supporting the festival's youth program, and acts as liaison between the festival and teachers and/or school boards in relation to class attendance at Generation Next screenings.

"Generation Next" is a groundbreaking new 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 materials promoting the Generation Next program to teachers
- Maintain a program information page on festival website
- Build and maintain teacher contact database
- Act as principal contact on behalf of festival to teachers
- Design and implement a teacher registration system
 - Manage and coordinate all details regarding registration, scheduling and attendance
 - Communicate confirmed registration and schedule with individual teachers
 - Distribute Electronic Press Kit (EPK) to registered teachers
 - Coordinate attendance tracking with support of box office as necessary
 - Confirm final attendance
- Manage program-related on-site activity during festival
 - Coordinate internal operations needs with appropriate departments (e.g. volunteers, venue coordination)
 - Manage and coordinate participant bussing
 - Be on-site for all school screenings, and provide relevant public speaking as needed
- Post-event evaluation
 - Collaborate with Marketing in designing teacher and student surveys

- Distribute and collect surveys
 - Conduct survey results analysis
 - Contribute to overall program assessment and post-mortem report
- Providing 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 working with schools; existing relationship with Calgary Board of Education (and other school boards and independent schools) staff an asset
- Experience with promotion and sales, particularly to schools/teachers
- Experience with logistics, especially with bussing for schools/students
- Experience with collecting and tracking data in a database
- Skill and experience with spreadsheets, numbers and statistics
- Demonstrated discretion with confidential materials
- Ability and experience with public speaking
- Excellent administrative and organizational skills
- Ability to prioritize tasks in a deadline-oriented, fast-paced environment
- Excellent oral and written communication skills, with a focus on phone and email manner
- 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 4:30 pm, Monday, March 1, 2018**. Please use "Schools 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.