

## **EMPLOYMENT OPPORTUNITY**

Inside Out, presenter of the annual Toronto LGBT Film and Video Festival, invites interested individuals with the relevant skills and experience, to apply for the following short-term contract position for the 20th anniversary Festival:

### **PRINT TRAFFIC CO-ORDINATOR**

#### **Duties and Responsibilities:**

- Notifying accepted and rejected artists of the status of their work
- Coordinating film/tape traffic including customs broker, courier company, E29B exhibition permit
- Following-up on film traffic and ensuring that prints/tapes arrive in a timely manner
- Adhering to the print traffic/shipping budget and maintaining all shipping
- Paperwork in a suitable filing system
- Ensuring that all films/videos are shipped out in a timely, efficient and cost-efficient manner
- Following up after the festival should there be any print traffic problems
- Liaise with the Technical Coordinator to ensure a delivery schedule for prints to the screening venues and their return back to the office
- Liaise with the Film Revisor and the Technical Coordinator to ensure the revision of film prints and videos
- Providing Inside Out with a short report when your contract is complete

#### **Skills and Experience:**

- Previous experience working at a film Festival or with a film distributor is an asset (experience working in Print Traffic is preferred)
- Knowledge of various shipping options
- Strong organizational skills with an attention to detail
- Ability to work under pressure and meet tight deadlines
- Computer literate with knowledge of FileMaker Pro database software and Microsoft Office

Reports to: Director of Programming

**Term:** Contract will commence the week of March 29 and continue through to June 11, 2010. Work schedule consists of full-time hours (40 hours per week).

**Compensation:** Flat fee of \$5,500 for the term of the 11-week contract.

**Deadline for application is Friday February 26, 2010.**

Interested candidates should send a resume and cover letter, indicating the position you are applying for, to:

Email: [inside@insideout.ca](mailto:inside@insideout.ca) or Fax: 416.977.8025

Please put the position you are applying for in the subject line of the email.

Inside Out is committed to access and equity, which includes a commitment to achieve diversity among its staff, board and other volunteers. We encourage applicants who reflect the broad diversity of the LGBT communities and communities that we work with, in particular those who are members of the Aboriginal, ethnoracial and trans communities.