



THE FUTURE OF MENTAL HEALTH

POSITION TITLE: Get Reel Film Fest Coordinator

SALARY: \$25/hour

TERM: Part time, fixed term contract

LOCATION: Toronto - in office and temporarily home based due to COVID-19

APPLICATION CLOSING DATE: February 6, 2022

ORGANIZATION:

Stella's Place focuses on integrating peer support with evidence-based treatment using modalities such as DBT, mindfulness-based stress reduction, counselling, whole health, and recovery supports. Every program has been co-designed by young adults and content experts at Stella's Place, in order to support young adults who are struggling with their mental health.

Mission: Partnering young adults and professionals to provide a collaborative, innovative model of mental health services.

Vision: Healthy, resilient young adults living the lives they choose.

Values: At Stella's Place, we fundamentally value the capabilities and contributions of young adults, as we seek breakthrough innovations that benefit our community and society as a whole.

POSITION:

The 'Get Reel' Mental Health Film Festival Coordinator is responsible for assisting the Communications and Marketing team with event planning and coordination, curation, contracting, administration, fundraising, audience development and "on the ground" coordination of the 10-day festival which will run in late Spring 2022.

RESPONSIBILITIES:

- Helps inform creative vision for 2022 and assists with curation of film fest
- Assists with developing critical path, monitors timelines and keeps project on track
- Communicates with filmmakers, coordinates schedules & negotiates screening fees
- Coordinates panel discussions and workshops, incl. sourcing speakers & moderators and handling fees & honorariums
- Maintains calendars and contact records



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- Maintains film fest budget and handles payments to artists, speakers and vendors
- Populates online platform Eventive with prepared content
- Liaises with partners (Art with Impact; TIFF), corporate volunteers and internal departments as needed, keeping SP staff informed and engaged in all aspects of the festival
- Monitors and reports on ticket sales and other KPIs
- Prepares festival wrap-up communications, awards, thank you gifts etc.

QUALIFICATIONS:

Must Haves

- Excellent written and verbal communication skills
- Experience with event coordination or project management (critical path & strategy development)
- Strong customer service orientation and relationship building skills
- Willingness to take initiative and work independently
- Ability to work with tight deadlines
- Strong organizational skills and attention to detail
- Quick decision making and troubleshooting skills
- Research skills
- Ability to thrive in the Stella's Place environment as expressed in our mission, vision and values

Nice To Haves

- Communications / copywriting experience (press releases, newsletters, social media posting, blog posts, etc.)
- Adobe Creative Suite skills (InDesign, Photoshop, Illustrator)
- Experience coordinating a film festival or similar event
- Experience working on Wordpress-based platforms
- Experience shooting and editing video
- Existing connections or network within the film industry

SALARY & BENEFITS:

\$25.00/hour

Comprehensive medical, dental and vision health benefits (part time)

6% vacation pay



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15 health days annually, prorated to service and FTE

HOURS & REPORTING:

This is a part time fixed, term position working 20-31 hours per week, Monday to Friday. Weekend and evening work will be required. During the film fest week, the successful candidate will be required to work more than 31 hours.

Regular communication, coaching, mentoring, professional development, and evaluation will take place with the Communications, Marketing and Stewardship Manager on a regular basis.

DIVERSITY, EQUITY, AND ACCOMMODATION:

Stella's Place is committed to having a workforce that is reflective of the diversity of the City of Toronto in general and of our participants in particular. We strongly encourage applications from racialized persons, Indigenous persons, persons with disabilities, persons of diverse sexual orientation, gender identity and gender expression and all those who can provide and contribute to diversification of perspective at Stella's Place.

Stella's Place is committed to hiring practices that are inclusive and barrier free. Stella's Place will provide reasonable and appropriate accommodation during all stages of the hiring process in accordance with the Ontario Human Rights Code in order to ensure the equal and fair assessment of all job applicants. Applicants are asked to make any accommodation request in advance.

YOUR APPLICATION:

Interested and qualified candidates are invited to submit their cover letter outlining your interest in working with Stella's Place and how you heard about the position (include specific website or network) along with a detailed CV to careers@stellasplace.ca with subject: Film Fest Coordinator by February 6 2022.

We thank all candidates for their interest. We regret that only those selected for an interview will be contacted.