

Festival Coordinator (Contract)

Victoria International Jewish Film Festival (VIJFF)

Contract Period: April–December 2026

Total Hours: Approximately **260–300 hours**

Compensation: **\$37.50 per hour**

Location: Victoria, BC (hybrid; in-person presence required during festival events)

About VIJFF

The **Victoria International Jewish Film Festival (VIJFF)** is an annual 6-day-long festival of free, inclusive cultural programming hosted by the **Jewish Community Centre of Victoria (JCCV)**. Now entering its 12th year, the 2026 festival presents **daily curated film screenings** at the Vic Theatre from Saturday, October 17 to Thursday, October 22, alongside conversations with **directors, producers, and community speakers**, creating opportunities for meaningful dialogue across cultures, generations, and lived experiences.

Grounded in the Jewish value of *tikkun olam* (repair of the world), VIJFF uses film as a catalyst for intercultural understanding, empathy, and community connection. Building on the strong participation and learning from the 2025 festival, the 2026 program will deepen community dialogue, expand youth engagement through the **High School Film Event**, and continue the festival's **short film competition**, which highlights emerging filmmakers and diverse perspectives.

VIJFF is a program of the **Jewish Community Centre of Victoria**, a welcoming hub for cultural, educational, and community life serving people of all backgrounds across the region.

The Role

VIJFF is seeking a highly organized and collaborative **Festival Coordinator** to support the planning and delivery of the 2026 festival.

The Coordinator works closely with two Co-Directors:

- **Programming Co-Director** – film selection, filmmaker relations, and festival program
- **Strategy & Partnerships Co-Director** – funding, community partnerships, and evaluation

The Coordinator serves as the **operational hub of the festival**, ensuring that programming plans are translated into well-organized, welcoming, and accessible public events.

This role focuses on **logistics, coordination, systems management, and implementation**. Artistic programming decisions, communications strategy, and sponsorship relationships are led by the Co-Directors and volunteer leadership team.

The Coordinator ensures the festival's many moving pieces—films, venues, guests, volunteers, and public events—come together smoothly.

How the Festival Team Works

VIJFF operates with a collaborative team structure designed to distribute responsibilities clearly and support sustainable workloads.

The Festival Coordinator works alongside:

- **Two Co-Directors**, who lead artistic programming, funding strategy, partnerships, and overall festival direction
- **Volunteer leadership roles**, including Communications & Marketing Lead, Volunteer Coordinator, Community Programming Lead, Sponsorship Lead, and Shorts Film Competition Lead
- A **Screening Committee** that supports the film selection process

Within this structure, the Festival Coordinator focuses on **operations, logistics, and coordination**, ensuring that plans developed by the Co-Directors and volunteer leads are implemented smoothly.

The role is supported by shared project systems, a central production timeline, and regular planning meetings with the festival leadership team.

Key Responsibilities

Festival Operations & Logistics

Coordinate operational planning and implementation for festival screenings and public events.

Responsibilities include:

- Liaising with the Vic Theatre regarding screening logistics and technical requirements
 - Liaising with Geeks on the Beach on the VIJFF's Official Website
 - Supporting the development and implementation of the screening schedule
 - Coordinating film delivery and projection logistics
 - Maintaining the festival's master production timeline and planning systems
 - Coordinating event logistics for screenings and community programming
 - Supporting on-site festival operations
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Support VIJFF's Festival Committee Meetings

Coordinate and support the co-directors in the festival's committee meetings.

Responsibilities include:

- Schedule monthly meetings, send meeting invite links and reminders
 - Collaborate with co-directors to draft and finalize the agenda
 - Distribute materials well in advance (e.g., minutes from previous meetings)
 - Produce accurate, concise, and professional records of discussions, decisions, and formal resolutions.
 - Identifying and recording specific "action items" assigned during the session.
 - Checking in with members or partners to ensure tasks assigned during the meeting are being completed.
 - Maintaining an archive of minutes and supporting documents
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Guest & Speaker Logistics

Coordinate participation of filmmakers, speakers, and moderators.

Responsibilities include:

- Managing travel, accommodation, and itineraries for visiting guests
 - Coordinating guest communications and schedules
 - Supporting Q&A sessions and post-film discussions
 - Assisting with guest hospitality and event logistics
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Ticketing & Audience Systems

Support festival audience access and ticketing systems.

Responsibilities include:

- Setting up and managing the festival ticketing platform (Eventive)
 - Coordinating ticket links, access codes, and sponsor allocations
 - Tracking attendance and ticketing data
 - Supporting front-of-house ticketing during festival week
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Volunteer Coordination Support

Work closely with the **Volunteer Coordinator** to support the festival volunteer program.

Responsibilities include:

- Supporting volunteer recruitment systems
 - Assisting with volunteer shift scheduling
 - Supporting volunteer communications and orientation
 - Helping coordinate volunteers during festival week
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Communications & Program Materials Support

Support the **Communications & Marketing Lead** by organizing program materials and deadlines.

Responsibilities include:

- Collecting and organizing film assets (EPKs, stills, synopses, trailers)
 - Maintaining film and program databases
 - Providing materials and scheduling information for the website, program guide, and social media
 - Supporting proofreading and preparation of program materials as needed
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Sponsorship & Administrative Coordination

Provide logistical and administrative support for sponsors and partners.

Responsibilities include:

- Coordinating sponsor ticket allocations and benefits
- Supporting sponsor recognition during events

- Maintaining organized digital systems and documentation
 - Assisting with invoice tracking and expense documentation
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Skills & Experience

Ideal candidates will demonstrate:

- Strong organizational skills and attention to detail
 - Ability to manage multiple tasks and timelines in a collaborative environment
 - Clear written and verbal communication skills
 - Experience working with shared digital tools, ticketing systems, or databases
 - Strong interpersonal skills and comfort working with diverse communities
 - Experience in arts, culture, education, or nonprofit event coordination is an asset
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Work Schedule

Hours are flexible and scheduled in collaboration with the Co-Directors. The workload increases gradually leading up to the festival, with most hours concentrated between **August and October**.

Estimated monthly hours:

Month	Estimated Hours
April	20–25
May	25–30
June	30–35
July	35–40
August	40–45
September	50–55
October (festival)	45–50
November	10–15

December	5–10
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How to Apply

Please submit a brief cover letter and résumé outlining your relevant experience to jccv@telus.net by **March 27, 2026**.

VIJFF is committed to equity, inclusion, and accessibility. We welcome applications from individuals of all backgrounds and lived experiences.