



Do you have excellent business skills? A passion for film? Want to help grow Alberta's independent film community?

We invite you to apply for this opportunity!

## EXECUTIVE DIRECTOR

Permanent Part-Time Contract (15-25 hours per week; year-round);  
occasional weekends and evenings

### **About the Edmonton Short Film Festival:**

The Edmonton Short Film Festival (ESFF) was created in 2012 to provide an opportunity for local filmmakers to be able to screen their short films in front of family and friends. The response from filmmakers, the arts and culture community and the general public to the event was tremendous and the non-profit corporation was registered in 2013. Alberta independent filmmakers are encouraged to submit their short films, regardless of creation date or genre, to be screened in front of an enthusiastic, live audience.

Since its inception, the ESFF has stayed true to this commitment and also provides opportunities for emerging and mid-career filmmakers to attend accessible workshops and classes, as well as participate in free events such as the 48-Hour Mobile Device Filmmaking Challenge. We believe in collaboration and work with other like-minded Alberta festivals and organizations to create the best opportunities possible for local filmmakers to learn and grow. The ESFF is dynamic and innovative, and every year we create new opportunities for filmmakers and our audience to explore and learn more about film. Our most recent add-on to the festival included screening 360/VR films which were received from all over the world.

### **The Ideal Candidate:**

This individual should have superior administrative, operational, research, project management, events planning, marketing and hosting skills; will play a key role in expanding funding and community outreach; and will be instrumental in planning and carrying out initiatives, seeking to identify and engage key external stakeholders.

The ideal candidate will be a motivated and adaptable self-starter, representing the Edmonton Short Film Festival with a focus on promoting Alberta film, bringing in new sponsors, growing our audience and building collaborative opportunities with other organizations.

### **Duties and Responsibilities:**

- Foster effective teamwork between the Board and the Executive Director and between the Executive Director and staff
- Ensure that the operation of the organization meets the expectations of its clients, Board, and Funders
- Oversee the efficient and effective day-to-day operation of the organization
- Work in close collaboration with the Festival Directors, who are responsible for the development and execution of creative programming content

- Provide project management leadership in the design, planning, implementation and evaluation of the organization's festivals and off-festival programs
- Work with the Board (Treasurer/Finance Committee) to prepare a comprehensive budget
- Work with the Board to secure adequate funding for the operation of the organization
- Research funding sources, oversee the development of fundraising plans and write funding proposals and grants submissions
- Provide the Board with comprehensive, regular reports on the revenues and expenditure of the organization (working with board Treasurer)
- Represent the organization professionally at community and industry events

#### **Required Skills and Qualifications:**

- 3+ years of experience in event planning and business management; a combination of education and experience will be considered
- Strong collaboration skills, and the ability to build relationships with Board, staff and stakeholders
- Proven ability to lead multiple concurrent projects, forge partnerships, and deliver results
- Experience writing and submitting Grants
- Experience with basic bookkeeping and accounting principals
- Excellent written and verbal communication skills
- Experience with leading volunteer teams
- Entrepreneurial spirit, and efficiency with limited resources
- Passion for film and storytelling
- Knowledge of the non-profit field and market
- Familiarity with media and marketing, both social and traditional

#### **Hours**

Although much of the work is seasonal (based on Festival events and Grant deadlines), the position will require a commitment of 15-25 hours per week, throughout the entire course of the initial one-year probationary contract (this includes the \*off-season\*)

#### **Compensation**

\$25,000 – \$30,000 based on qualifications and experience

**Start Date** December 1, 2018

**Deadline to submit:** November 15, 2018. Please send your cover letter and resume to [filmfest@esff.ca](mailto:filmfest@esff.ca).

References will be requested should you be selected for an interview.

For more information about *the Edmonton Short Film Festival*, please visit our website ([esff.ca](http://esff.ca)) and follow us on Facebook, Twitter and Instagram.