

# *Fantasia*

*Come join our vibrant and dynamic team for the 27th edition of the festival!*

## **PRODUCTION ASSISTANT (2 POSITIONS)**

**Responsibilities** (will include but not be limited to):

- Manage the installation of movie posters and promotional materials, create and keep up to date a list of all physical and digital poster files
- In conjunction with the production director, as well as the communications and programming team, selects the most relevant posters to show
- With the help of volunteers, carry out the rotation of posters and other promotional materials
- Take charge of setting up our press screening room, establish and communicate protocols to the volunteer attendants running the screening room during the festival
- Assist with general production and logistics tasks for pre and post festival: managing of the catalogue deliveries, pickups and returns, etc.; in support to the production team
- Run errands as needed
- Maintain clean and organized spaces as needed (office, green room, volunteer spaces etc) and make sure all necessary supplies are available
- Assist the production team with the distribution of festival flyers and schedules, in and around the venues

**What we're looking for:**

- Valid driver's license a strong asset
- Detail oriented with strong organizational skills
- Comfortable with using and troubleshooting technical problems on different audio-visual equipment (Smart TVs, media readers, computers, etc.)
- Excellent knowledge of either French or English, adequate knowledge of the other language
- Strong familiarity with Microsoft Office and Google Drive
- Familiarity with the film festival environment considered an asset
- Own a cellphone

- Own a portable computer OR be comfortable using a Chromebook computer

**Contract:** June 19 to August 18, 2023

*Must be available July 20-August 9 inclusively*

**Honorarium:** \$2 500

**TO APPLY:** Submit your cover letter and resume to this link by, **April 20th, 2023** →  
<https://airtable.com/shrfvhjfv4QAhmche>

Fantasia actively promotes employment equality, and values parity and diversity in its hiring practices.