



Position: Content Summit Manager
Reports to: Managing Director
Duration: Contract (14 weeks - 40 hours per week and 4 weeks - 10+ hours per week)
Start/Duration: September 21 to December 31 (14 weeks), 2020 and January 4 to 31, 2021 (4 weeks)
Compensation: Commensurate with experience.
Location: Option to work remotely and at WFF Office (Whistler) as required
Date Posted: September 4, 2020
Application Deadline: September 14, 2020

The Whistler Film Festival Society, a vibrant not-for-profit arts organization, is accepting applications for the position of **Content Summit Manager**. The role is a contract position ideal for an experienced and highly motivated film industry professional who is passionate about connecting independent filmmakers to the international marketplace and advancing Canadian talent and be competent in an online, digital environment.

Organization Description

The Whistler Film Festival Society (WFFS) is a charitable, non-profit organization incorporated under the British Columbia Society Act. WFFS is dedicated to advancing the art and business of film by providing programs that focus on the discovery, development and promotion of talent culminating with a must attend festival for artists, the industry and audiences in Whistler each December, that together attract over 15,000 attendees annually, including over 1,000 industry insiders. WFFS fulfills its mission through producing:

- A highly respected and recognized international film festival (WFF) and industry summit that draw industry, audiences and global exposure for Canadian talent;
- A slate of 11 talent programs for over 80 Canadian artists - screenwriters, producers, directors, actors and musicians - with plans to expand and enhance programming;
- Supplemental year-round film and event programming that enriches community life beyond the festival; and
- Film and talent programming that strives for gender parity, inclusivity and diversity.

Renowned as 'Canada's coolest film festival', the Whistler Film Festival (WFF) has become the Canadian film industry's liveliest gathering outside of TIFF, was recently recognized as one of the top seven film festivals in the world to attend' and 'one of ten of the most amazing film festivals worth attending' in North America, and is one of Whistler's signature cultural events.

WFF is the only Canadian film festival with a prestigious *Variety* Partner Program, hosting the *Variety* 10 Screenwriters to Watch from 2011 to 2018, and is among the most competitive festivals on the continent for securing and screening award season contending films.

2020 marks the 20th year of operation for the organization with WFF taking place online from December 1 to 20. Plans for an adapted physical edition are also in progress.

Job Description

The Content Summit Manager will manage and deliver the 20-day online industry [Content Summit](#) programming, featuring up to 40 interactive sessions including panels, workshops, meetings and networking events. The position reports to the Managing Director, and works closely with the Talent Programs Manager to deliver on industry programming, revenue and attendance targets.

WFF Content Summit programming connects WFF to local and global film and content industries, facilitates business opportunities and connects directly to its slate of [talent programs](#) designed to provide creative and business immersion experiences for Canadian artists.

This position is a contract, equivalent to approximately 18 full time weeks including 4 part time weeks.

Responsibilities:

Content Summit Program Management:

- Responsible for the implementation of the creative vision, content and delivery of industry programming for WFF's Content Summit with a strong focus on community building for Canadian talent and preparing independent filmmakers for the international marketplace
- Deliver online production for industry programs
- Online facilitation of sessions as required
- Work in collaboration with WFF's Programming team for the purpose of consultation and alignment on programming themes, guests and offerings
- Work in collaboration with WFF's Talent Program Manager for the purpose of consultation and alignment on Talent Program guests and offerings
- Sustain and expand the global sources of WFF's Industry speakers and prospects
- Work with Executive and Sponsorship team to ensure implementation of sponsor and funder deliverables, relevant to industry programming
- Track film industry market news and disseminate key trends for WFF
- Contribute to securing and managing industry guests and speakers
- Maintain an acute focus on the needs of the regional and national film industry
- Contribute to programming partnerships across all sectors - film/tv/digital

Industry Office and Services:

- In conjunction with the Marketing/Content Management team, provide input on outreach and marketing messaging with an emphasis on social media opportunities for all Content Summit initiatives.
- Provide content for the WFF Industry website, industry schedules and social media campaigns
- Collaborate with programming, operations, sales, box office and guest service teams to meet program targets and budgets
- Collaborate with the Guest/Client Relations team to ensure world-class guest services. This may include coordination of guest offerings such as hotel and travel bookings.
- Monitor and ensure timeline updates to WFF's Programming Management System
- Monitor partner relationships with industry related publications and B2B partners
- Manage and monitor online industry registration process as it pertains to WFF industry programming includes understanding access levels for all industry guests through WFF's Programming Management and Box Office System.
- Create timely and accurate reports for Executive and Finance Committees
- Ensure completion of Content Summit final report by January 15, 2021 based on guidelines provided.

Personal Attributes:

The Content Summit Manager will:

- Lead by example
- Motivate a cohesive team of staff and volunteers while maximizing and recognizing individual contributions
- Conduct activities with integrity, trust, respect, enthusiasm and in an open and ethical manner
- Conduct responsibilities in adherence to the spirit of the WFF mission
- Provide leadership on all ethical standards, policy and procedures
- Be organized with proven management skills

Qualifications:

- 5+ years working in a production or event management position
- Strong online technical and production skills. Extensive experience with Zoom functionality, Eventive and/or Eventual systems an asset.
- Relationships in the film and content industries, with a strong understanding of the roles played by producers, distributors, sales agents, public and private film financiers, and film promotion agencies
- Strong understanding of industry protocols as it pertains to industry guest and talent management
- Ability to work collaboratively with a diverse team under tight timelines in a dynamic and rapidly shifting environment
- Demonstrated experience in business diplomacy across cultures
- Demonstrated track record of client servicing
- Post-secondary training in cinema and business considered an asset
- Fluency in at least one language beyond English considered an asset
- Adaptable to a flexible work schedule, including evenings and weekends

How to apply: We invite qualified candidates to apply by the deadline.

Please submit your cover letter explaining why you think you are the right person to be our Content Manager Summit resume and a minimum of three professional references to jobs@whistlerfilmfestival.com. *Please note **Content Summit Manager** in the subject line

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. All applications are considered confidential.

The Whistler Film Festival Society is an equal opportunity employer and operates a safe and healthy work environment consistent with Provincial and Federal regulations and the WCB.