The Greater Vancouver International Film Festival Society (GVIFFS) is a not-for-profit cultural organization that operates the internationally acclaimed Vancouver International Film Festival (VIFF) and the Vancity Theatre, located in the VIFF Centre. We produce screenings, talks and events as a catalyst for a diverse community to discover, discuss and share the creativity and craft of storytelling on screen.

The GVIFFS is dedicated to accessible employment practices and committed to being an equal-opportunity employer. We value a diverse and inclusive workplace that is reflective of our community and encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or status as an Indigenous person. Please feel free to advise us of any accommodation needs.

Reporting to the Director of Corporate Partnerships and in collaboration with the Partnership Manager, the Partnerships Coordinator is responsible to provide administrative and logistical support for numerous sponsorship / partnership related activities prior to, during and after the annual Vancouver International Film Festival. The 41st edition of the Vancouver International Film Festival will be a hybrid event taking place primarily in cinemas and with a curated portion of the program online through the VIFF Connect streaming platform.

Qualifications:

• Demonstrated previous experience working in a deadline driven environment preferably for large events
• Proven previous experience working as part of a high performing team
• A keen eye for detail, a passion for exceeding expectations and a desire for providing “value-added” service
• Exceptional verbal and written communications skills
• Exceptional relationship management skills
• Experience in coordinating volunteers/a small team, an asset
• Strong ability to effectively share ideas and courageously take initiative
• Proficient in Microsoft Office - experience with a CRM program (we use Salesforce) and data base programs (FileMaker Pro, Shiftboard, Telemetry) an asset
• Comfortable making informed decisions and delegating tasks to volunteers
• A degree or diploma from a recognized institution preferred
The Partnerships Coordinator is responsible for:

- Assisting in the planning and coordination of VIFF collateral pieces and sponsor recognition throughout the festival
- Event support with emphasis on sponsorship-specific activations and special events
- The planning and coordination of the inaugural VIFF Plaza under the supervision of the Director of Corporate Partnerships
- Liaising with sponsors in areas such as asset collection, invoicing, contracting etc.
- Ensure that all sponsor activations are scheduled and confirmed by all relevant departments and subsequently assisting with sponsor activations on-site
- Tracking sponsor benefits to ensure that all benefits are delivered as per contracted
- Liaising with the Ticketing team to facilitate sponsor ticket allocations
- Participating in the Festival Operations team planning meetings to communicate sponsor benefits and activation to ensure smooth delivery of same
- Ensuring that the sponsorship team is meeting agreed upon deadlines
- Provide administrative support to the Sponsorship / Development team as needed
- Collaborate with Volunteer Engagement Manager to ensure adequate volunteer resources are recruited and scheduled for the sponsorship team
  - Sourcing, retaining and coordinating sponsorship specific photographers and social media team
- Coordinating VIP guest lists and Sponsor check-in at events (if applicable)
- Assist in the planning of departmental and sponsor specific final reports
- Must be available to work late nights and weekends during the Festival (September 29 – October 11, 2022) and on-occasion in the lead up to the event.

Deadline for application is June 1st

How to apply: Please submit a current CV, along with a cover letter to careers@viff.org. Please include “PARTNERSHIPS COORDINATOR” in the subject line of the email. We thank all applicants for their interest and advise that only those requested for an interview will be contacted due to the volume of applications anticipated. No phone calls, please.