

Job Title: Amp & Catalyst Events Coordinator
Reports to: Program Lead for Artist and Industry / Program Curators
Duration: Fulltime, July 6 – Oct 15, 2026
July 6 – August 29, 2026 CSJ Supported role
August 30 – October 15, 2026, VIFF extension
Location: VIFF Centre/Various Festival Venues
Scope: Vancouver International Film Festival 2026
Remuneration: \$11,750 Employment contract (+ OT as needed)

This position is supported by the Canada Summer Jobs program. To be eligible applicants must:

- be between 15 and 30 years of age at the start of the employment.
- be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment; and
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

The Greater Vancouver International Film Festival Society 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 Greater Vancouver International Film Festival Society 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.

Working under the guidance of the Director of the Institute for the Moving Image, the Amp & Catalyst Events Coordinator is responsible the coordination of VIFF's Amp and Catalyst programs event planning and logistics.

Amp – An annual summit on the intersection of film and music. Composers, bands, artists and filmmakers meet to discuss the elevation of both art forms through their connections and collaborations.

Catalyst – An intimate cohort-based program that allows 15 emerging filmmakers to develop the industry knowledge and peer networks that will elevate their projects.

About the Position

We're looking for a motivated and detail-oriented Amp & Catalyst Events Coordinator to help bring two of VIFF's most dynamic programs to life. Reporting to the **Program Lead for Artist and Industry** and the **program curators**, you'll play a key role in coordinating program logistics, liaising across departments, and ensuring a seamless experience for festival participants, guests and attendees.

Amp is VIFF's annual summit exploring the intersection of film and music — where composers, bands, artists, and filmmakers connect and collaborate.

Catalyst is a cohort-based program that supports 15 emerging filmmakers as they build their networks and industry knowledge.

This is a hands-on role ideal for someone passionate about the film industry and its community who works well with tight deadlines, organized in high-energy environments, and ready to be part of Vancouver's flagship film festival.

Key Responsibilities

1. Program Logistics:

- Coordinate application and selection processes for the Amp and Catalyst programs.
- Provide communication support to Amp and Catalyst Curators.
- Lead database entries and updates for the department.
- Assist with constant updates to the departmental timeline.
- Collect marketing assets for guests, cohort members, and curators, including headshots, bios, and programming descriptions.
- Update the internal database with delegate details, assets, and program information.
- Assist in coordinating the delegate event schedule,
- Help update the festival app with assets and event information.
- Assist in the creation of event slides, festival app thumbnails, and on-site event signage.
- Assist with assembling and distributing individualized itineraries for each guest and panelist.
- Assist Guest Services in the creation of guest welcome packages.

2. Interdepartmental Coordination:

- Collect all required logos, ads, etc. from Amp and Catalyst sponsors.
- Work closely with the Guest Department, provide guest relation support and hosting for all Amp and Catalyst guests.
- Ensure the Guest Services team has all the information needed to support travel and accommodation for cohort members and guests.

- Work with the Guest Ticketing team to organize accreditation and tickets for guests and cohort members.

3. Event Production:

- Act as the go-to person for the selected VIFF Amp and Catalyst registrants and invitees, including phone, email, online and in-person enquiries.
- Work with the Volunteer Department to establish any volunteer support requirements and oversee the coordination of Amp and Catalyst volunteers.
- During events, liaise between venue staff, festival front of house team, and Institute team.
- Working with the Venue Operations Team, and coordinate events on the day as outlined in the ROS.
- Assist with ensuring that all signage, furniture, lighting, set dec, and properly setup for all Amp and Catalyst events.
- Coordinate with technical staff to ensure AV requirements for Amp and Catalyst events are met.
- Support hosting and hospitality of program guests during the festival.
- Identify and troubleshoot logistical or guest-related issues in real-time, escalating to the Director of Institute for the Moving Image as needed.
- Ensure accessibility needs for guests and events are communicated and supported in collaboration with relevant teams.

4. Marketing Support:

- Collaborate with the Marketing Manager to ensure information is shared, and support marketing timelines and requests as needed.
- Support the Marketing team with web content updates including content, ads, logos, etc.
- Assist Curators with generating and conducting outreach to industry-specific partners, stakeholders, and audiences.
- Assist with the coordination of on-site signage creation (printed and electronic).
- Contribute to the creation of promotional material and paid advertising content.
- Provide social media updates as needed.

5. Public Engagement:

- Represent the Institute team with professionalism in all guest interactions and public-facing events.
- Ensure VIFF's strategic priorities and values are considered throughout, including principles of equity, diversity, inclusion, and accessibility.

6. Reporting & Evaluation:

- Document processes and share recommendations for improving future editions of VIFF Industry & Labs.
- Assist in setting up the reporting documents and create surveys to send post-event, including submitting a post-event report.

Qualifications:

Essential:

- Highly organized, focused, and able to work within tight deadlines.
- Effective written communication, including the ability to adapt for different audiences and purposes.
- Confident public speaker and group facilitator.
- Adept in researching, selecting, testing, and measuring communications channels.
- Strong interpersonal skills, including cross-cultural competency and respect.
- Commitment to the principles of justice, equity, diversity, and inclusion.
- Ability to identify and dismantle barriers to accessible and equitable participation.
- Interest and/or experience working in film, contemporary arts, and culture.
- Proven experience working in a customer service focused environment.
- Familiarity with scheduling software, communication tools like Slack and Asana, and Microsoft Office.
- Ability to work flexible hours, including some evenings and weekends.

Assets:

- Pre-existing relationships with film and/or creative organizations and communities.
- Experience with events and/or festivals.
- Experience working with volunteers.

Deadline for application is June 13, 2026

How to apply: Please submit a current CV, along with a cover letter to careers@viff.org. Please include "AMP/CATALYTS EVENT 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.