

Department for the Institute for the Moving Image

The Institute for the Moving Image Department is a new year-round artist development initiative from VIFF overseeing a series of training programs, panels, workshops and networking events that support screen-based media and film artists, expanding how we experience storytelling at VIFF. Programs like Catalyst, Amp, Co-Production Forum and Works-in-Progress foster creative growth, professional development, and community connections.

Institute for the Moving Image Lead Team (19+ age restriction)

Institute for the Moving Image Lead Team Works closely with the Institute Production Manager and Coordinators to provide on-the-ground, dedicated support for our special guests and attendees by answering questions regarding schedule and locations, supporting venue managers, and ensuring the day-to-day programs flow smoothly.

This role is good for someone who:

- Is 19 years of age or older.
- Has exceptional communication and public speaking skills.
- Has experience dealing with and speaking to the public and VIPs.
- Previous experience managing a team is an asset.
- Has strong English language skills. Additional language skills are an asset.
- Can remain calm and clear under pressure.
- Can multitask.
- Is confident using computer systems (word processing, inputting data into spreadsheets, etc).
- Has flexible daytime availability during festival dates October 1st - 11th.

Expected mandatory orientation date for Institute Volunteer Leads Team: Saturday, September 26 at 12:30pm – 2pm (in-person at the VIFF Centre)

Availability:

- Operates Oct. 3 – 8.
- 5-6-hour shift.
- 6 shift minimum for leads.
- Daytimes, evenings, and late-night (Later than 10PM).

For Team Lead positions: An interview must be set up for you. After submitting your application online, please email vol.onboarding@viff.org with the subject “INSTITUTE LEAD 2026” and include your resume/CV. Only after applicants have submitted a Shiftboard application and their required documents will the onboarding team be in touch with a phone call interview.