



POSITION: *Movies That Matter* Film Festival Student Coordinator

Eligible for CCR Credit. Honourarium \$1000. Must be a U of C Student. The position runs through both Fall and Winter Semesters. Approximately 20 hrs per month.

Want to learn the ins and outs of running an exciting film festival? Tri-media and SU's Movies That Matter feature documentary screenings happening in That Empty Space, are looking for a Student to Coordinate this year's films.

Duties:

- Set-up expert panels from the UofC Community of professors, and the Documentary filmmakers. Research insightful questions about the film topic, contact panelists, moderate screening. Find suitable volunteer host.
- Ensure materials from film distributor go to all media for advertising the monthly feature documentary screening.
- Organize regular meetings with Tri-media representatives and SU partners. Collect door prizes from Tri-media partners and the SU. Coordinate Tri-media volunteers to help poster around campus, usher guests, etc.
- Book audio and visual gear through partners and set-up the screen, projector, and sound system for each show.
- Liaise with MTM webpage/social media administrator.
- Liaise between Programmer, and Tri-media /SU Partners for each film screening. Make sure any invoices for pre-approved expenses are directed to NUTV.
- Liaise and solicit banners or publicity information from the charity that will receive community participants' door fee donation.

- At the end of each show: Collect donation cash box, food for food bank, compile attendance figures and distribute questionnaires.
- Coordinator will be given space at NUTV office to complete their tasks, and report to NUTV Executive Director.

Due: Wed, Sept 1, 2010, 5pm

Application: Please submit cover letter and resume outlining appropriate skills and experiences **to:** dmkeller@ucalgary.ca, **subject:** Movies That Matter COORDINATOR.

About Movies That Matter

Movies that Matter is a monthly series of documentary film premieres. The series strives to be timely and provocative, allowing viewers to delve into important issues relevant in our society today. Each screening will include a post-screening discussion, featuring the director of the film itself and/or someone from the community at large known for their expertise or insightful views on the film subject. Movies That Matter is funded by the Quality Money Initiative.