

Isuma Distribution International

Distribution Coordinator

About Isuma Distribution International (IDI)

Isuma Distribution focuses on the promotion and distribution of Inuit and Indigenous-language films, representing over 50 documentaries, shorts and feature films. Additionally, we champion community filmmaking efforts, alternative screenings, educational and institution sales, and tours in remote communities.

Come join our small and dynamic team and work closely with programmers, festivals, artists, filmmakers, and local communities through grassroots and alternative distribution activities.

****Priority to Inuit and Indigenous candidates****

Job Description

The distribution coordinator will provide logistics and coordination support related to Isuma Distribution's activities. Coordinator will report directly to the Distribution Manager and IDI Director.

Tasks:

- Providing logistic and booking support for the release of new film titles (theatrical, festival, community screenings).
- Booking remote film projections in Nunavut, northern and southern communities for other Isuma titles, as requested
- Sending and responding to emails related to film bookings: sending film files, preparing invoices, confirming screening and travel details.
- Assisting with online file management of film materials.
- Working with IDI team (social media coordinator, manager, and director) to update and maintain screening log and schedule of events.

Rate: \$25.00 - \$28.00/hour (depending on experience)

Hours: 25 hours per week. Hybrid work hours (remote work and working in our Montreal office).

Location: Montreal, QC.

Experience

- Experience working with and in Indigenous communities highly valued.
- Strong organizational skills. Previous experience in arts administration, event and festival coordination highly valued.
- Experience in film and television preferred
- Ability to read and write in French valued but not required.
- Ability to speak Inuktitut valued but not essential.
- Good knowledge of Microsoft office and other office and file management systems.
- Knowledge of accounting systems an asset but not required

TO APPLY:

send CV-resume to: isuma@isuma.ca