

Multimedia Designer (Website and Video)

About Us

At the Marda Loop Justice Film Festival, we present some of the world's best documentaries on the issues that are important to us as individuals, Canadians, global citizens, and humans. Throughout the year, a team of over 30 volunteers work hard to bring our festival to the community. Volunteers support the festival by participating on the Programming, Engagement, and Communications Committees. Join us, for an opportunity to give back to the community, have fun, meet amazing people, and practice your professional skills!

Position Summary

We are currently looking for a **Multimedia Designer** who will manage and create content for the festival's website as well as design and edit videos in support of the festival's communications and marketing needs. Specific to website management, responsibilities will include progressive web strategy and overseeing website operation, with particular attention to design, content, and site maintenance. The candidate will update website content, including information, images, calendar content, schedules, graphics, etc., according to the needs of the festival. Specific to video editing, the candidate will develop festival trailers and edit film interviews as needed. All work will be completed in collaboration with the Committee Chair, the Executive Director, and other festival committee members.

You will report directly to the Committee Chair and as a member of the communication committee, you are expected to attend monthly committee meetings to the best of your ability. The expected time commitment is approximately 4 hours per month during non-festival season (December to July) and 10 hours per month during festival season (August to November).

Primary Responsibilities

Website Design and Management

- Update website with information for four justREELevent film series (February, April, June, September) and the annual week-long festival in November
- Website content updates will include:
 - JustREEL Information
 - Film synopsis
 - Graphics, trailers, videos
 - Festival Information
 - Film synopsis
 - Graphics, trailers, videos
 - Director and Conversation Leader biographies
 - Updating sponsor logos
 - Peace Village vendor information
 - Contact Us information
 - Annual Community Report
- Follow MLJFF brand guidelines for all online communications

Video Editing

- Collaborate with ED to create slides for screening pre-show, including sponsor information, updated logos, and calls to actions
- Create a slide for post-screening with MLJFF logo, social media, and website
- Develop pre-recorded interviews for screenings
 - Collaborate with Engagement Committee to collect pre-recorded interviews
 - Cut the interviews to relevant subject matter
 - Insert written questions before each answer, including a voice over reading the question
 - Caption video content as needed

Other Responsibilities

- Attend monthly Communications committee meetings (1-2 hours/mo)
- Provide updates and brainstorm communications/advertising ideas with the team

Required Skills

As the festival relies almost exclusively on volunteer support, we are looking for volunteers who can work with minimal supervision, and bring expertise in the following areas:

- Experience creating and/or updating websites
- Experience writing code is an asset but not a requirement
- Excellent communication skills including writing skills and has a solid understanding of project scope and implementation
- Professional mastery of video and audio editing software and programs
- Excellent collaborator and team player
- Passionate about marketing, documentaries, and social justice issues
- Communications degree or experience a strong asset but not a requirement
- Experience and interest in the film industry an asset but not a requirement
- Interested in learning about and supporting the Marda Loop Justice Film Festival

Benefits

- An opportunity to contribute to raising awareness about social injustice
- Career advancement prospects
- Enhanced mental and physical health given the satisfaction derived from volunteering
- Experience in Communications and Nonprofit Management
- Meet and interact with new people
- Recognition for a great work done and recommendation from the festival

How to Apply

Email resume or LinkedIn profile to mljffvolunteer@justicefilmfestival.ca

All applicants will be interviewed to assess suitability.