



**2025 JOB DESCRIPTION:
FESTIVAL DIRECTOR - VANCOUVER ISLAND SHORT FILM FESTIVAL**

The Vancouver Island Short Film Festival (VISFF) is the only International film festival on Vancouver Island catering specifically to makers of short films. Now in its 21st year, the VISFF showcases the best short films from Canada and around the world. The festival will be held on the last weekend in April, 2026 at the Malaspina Theatre in Nanaimo, B.C.

Position Summary:

The Festival Director leads staff and volunteers in managing the operations and strategic mandate of the Vancouver Island Short Film Festival.

About the Festival

Since 2006, the Vancouver Island Short Film Festival has built a reputation with filmmakers and audiences as a showcase for outstanding Canadian and International short films. The annual festival connects filmmakers, industry professionals and audiences in an immersive and welcoming festival experience. Our mandate is to curate an original program of short films that celebrates diverse voices and perspectives in the art of storytelling and provides opportunities for connection and education between local and International filmmakers and audiences.

Responsibilities:

Operational Leadership & Financial Management

- Provide leadership within the organization, working closely with the board to set direction
- Oversee the annual festival in support of the show coordinator
- Able to plan and adhere to festival and annual budgets
- Regularly attend and report at Board meetings
- Supervise the Submissions Coordinator and Show Coordinator and the Youth Coordinator

PR & Strategic Partnerships

- Develop the VISFF's brand and community profile.
- Work with the board to develop and implement short and long-term strategic plans
- Represent the VISFF in the community
- Conduct Press Interviews and be the face of the festival at community events
- Supervises all contract workers for the delivery of the film festival including but not limited to:
 - Supervises any social media and photography/videography contractors
 - Supervises the Contract Graphic Designer
 - Supervises contract entertainers
 - Supervises contract technicians for the festival

Business Development

- Identify funding opportunities
- Participate in the writing of public and private grant applications
- Build and develop community and sector relationships

Competencies:

- Experience with business development and corporate giving
- Clear and concise written communication skills (in support of a diverse audience)
- Passion for film and entertainment sector
- Experience speaking with media, the public, and community stakeholders.
- Computer skills with word processing, spreadsheets, basic website management and internet communication tools. The Festival uses the google suite for email, document management and online meetings and uses wordpress for our website.

Salary & Benefits:

- Part time, 8-month contract (September-April, with possible extension to May)
- We don't have an office - so this job requires you to work from home but there are activities, especially leading up to and during the event that need to be done in Nanaimo.
- Flexible working hours (increased commitment in the late winter and spring) averaging 20 hours per week.
- \$1,000 per month

For more information about The Vancouver Island Short Film Festival, visit www.visff.com

We thank all applicants for their interest, however only those selected for an interview will be contacted. VISFF welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. VISFF is an equal opportunity employer.

Email your resume and cover letter to admin@visff.com