



Production Lead Coordinator

March 17, 2025 - June 20, 2025

The Production Lead Coordinator reports directly to the Operation Manager. In collaboration with the Print Traffic Coordinator, works towards successfully delivering content to the TIFF Lightbox and other venues.

Primary Responsibilities

- Collaborate with the Operations Manager and Print Traffic Coordinator to establish timelines and pathways for content delivery.
- Communicating with Venues for deliverable timelines and guidelines for audience flow and health + safety.
- Work with the Programming Team to coordinate Stage Scripts, ROS and speaker timelines.
- Work with the Print Traffic Coordinator to make sure content is delivered to venues on time and correctly
- Work with the Fundraising Team to ensure deliverables are achieved.
- Collaborate with the Festival Production Manager & Venue Tech Team to establish any content requests or access they require from the Operations and Programming Team.
- Work with the Venue Box Office to establish content and release timelines.
- Act as the Point person for all in-cinema tech checks with venue staff
- Work alongside internal and external Front of House teams for house openings and closings of screenings
- Assisting with or acting as stage management for a smooth run of intros + Q&As

Secondary Responsibilities (with support from staff)

- Working with Operations to ensure AODA compatibility with all materials, Content, Venue Access Points, + Community Outreach.
- Working with the Volunteer team for any event Volunteer request.
- Working across all departments as required.
- Providing recommendations in post-Festival report.

