



Front of House Coordinator

May 5, 2025 - June 20, 2025

\$24 / hour (hours/ week)

The Front of House Coordinator works closely with the Lead Production Coordinator and the Operations Manager to ensure a smooth in-cinema experience. The Front of House Coordinator is responsible for the Front of House team.

Primary Responsibilities

- Organization of all Front of House needs for the venue, including updating paperwork, and any and all supplies needed.
- Loading in and out of all Front of House-related needs to the screening venue (Tiff Lightbox + Fort York)
- Responsible for the operation of Festival screening venues at TIFF Lightbox, including cinemas and public spaces (to accommodate queues, entry and exit)
- Coordinate and ensure smooth operation of Front of House
- Oversee all screenings, give guidance to TIFF Lightbox ushers and imagineNATIVE volunteers and staff as required
- Help ensure technical accuracy of all screenings, in consultation with imagineNATIVE Lead Production Coordinator, Venue Projectionists, and Filmmakers
- Help ensure the safety of guests, volunteers, staff, etc, through the proper implementation and enforcement of venue's emergency procedures
- Coordinate any Front of House staff or volunteers through training, and delegation as needed, including the Front of House Assistants
- Create Front of House schedule & be the main support for the shifting needs of Front of House Assistants
- Prepare Front of House reports and maintain relevant data keeping;
- Liaise with the Operations Manager, Lead Production Coordinator, imagineNATIVE Staff, and TIFF Lightbox staff to determine all requirements and responsibilities of Festival venue(s)
- Confirm all requirements for Opening & Closing screenings and ensure they are carried out
- Prepare and provide a final festival report following the Festival



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Additional Details:

- Fixed-term contract: May 5, 2025 to June 20, 2025 (35 hours/week)
- \$24.00/hour
- Must be available in person, in Toronto, during the imagineNATIVE Film + Media Arts Festival (June 3-8)
- Application Deadline: April 17, 2025 at 11:59 PM ET



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