

PRODUCTION DIRECTOR

The International Festival of Films on Art (Le FIFA) is a renowned cultural organization that has been celebrating the dialogue between cinema and the arts for over 40 years. Through its annual festival in March, its online platform ARTS.FILM, and active year-round programming, FIFA showcases documentary, media, interactive and immersive works dedicated to the arts and cultures in all their forms.

The 44th edition of Le FIFA will take place from March 12 to 22, 2026, in Montreal, Quebec City, and online on ARTS.FILM from March 20 to 29, 2026.

ARTS.FILM is a digital platform launched in 2021 by Le FIFA: a continuous streaming venue and virtual event space offering a wide selection of art films, accessible across Canada at any time.

Mandate:

Under the supervision of the Executive Director and in collaboration with the various programmers, the Production Director is primarily responsible for the evaluation, coordination, and implementation of in-person and online screenings and festival activities at FIFA, from financial, contractual, organizational, and logistical perspectives.

This includes, but is not limited to:

- Ensuring complete coordination of screenings and all Festival activities – including parties, networking events, professional activities, performances, and special events – from pre-production to on-site logistics, as well as setup and teardown;
- Developing production schedules;
- Coordinating and managing logistics between production and other departments (technical, programming, administration, communications);
- Assessing material, technical, and logistical needs;
- Monitoring, validating, and following up on various budget lines related to production;
- Ensuring production schedules are respected;
- Negotiating and managing contracts for venue and equipment rentals;
- Developing and maintaining sustainable relationships with partners and suppliers;
- Managing permit requests;
- Recruiting and managing on-site staff, as needed;
- Coordinating the work of employees, volunteers, and suppliers during the event;
- Contributing to the development of shared work tools;
- Producing a detailed final report of the experience, along with an accurate budget;
- Performing any other related tasks.

Required Skills:

- Minimum of 2 years of production experience
- Good knowledge of technical aspects of production

- Excellent command of French, both written and spoken
- Functional knowledge of English
- Strong organizational skills and autonomy
- Excellent teamwork skills
- Ability to work under pressure and manage multiple files simultaneously
- Knowledge of Office Suite, Google Drive, and Mac environment
- Experience with database software
- Good knowledge of the film industry
- Knowledge of major video and audio formats, an asset

Employment Conditions:

- Position type: Temporary full-time (40 hours/week)
- Duration: January 5 to April 17, 2025
- Location: 5333 Casgrain Avenue, Suite 403, Montreal, H2T 1X3

How to Apply:

Please send your CV and cover letter by September 21, 2025 to info@lefifa.com, specifying the job title in the subject line.

Candidates must be authorized to work in Canada. Proof will be required.

The International Festival of Films on Art is committed to building a skilled workforce that reflects diversity. As such, FIFA encourages applications from women, aboriginal peoples, visible minorities, ethnic minorities and people with disabilities, as well as people of all sexual orientations and identities.

Only those selected for an interview will be contacted.