

JOB POSTING

THE JAPAN FOUNDATION, TORONTO **Program Officer, Film and Audiovisual Programs**

Application Deadline: February 16, 2021

Start Date: March 15, 2021

The Japan Foundation is an organization promoting cultural exchange between Japan and other countries in order to advance international mutual understanding. The Japan Foundation, Toronto (JFT) is one of 25 overseas offices, offering programs grouped under three main areas: Japanese Language Education, Japanese Studies and Intellectual Exchange, and Arts and Cultural Exchange.

This job posting is for a full-time contract Program Officer position. This position is responsible for the administration of Audiovisual related grant programs, PR and Media Relations, including website maintenance, and the organization of Japanese film-related events.

RESPONSIBILITIES

1. Administration of programs in the fields of Film, Audiovisual, and Publications, including
 - film festival grants
 - translation and publication grants
 - organization of film screenings and lectures throughout Canada
2. PR/Media relations activities, including
 - event promotion
 - writing and distributing press releases, speeches, formal correspondences, weekly email newsletter, website content, etc.
 - designing print promotional materials such as ads, flyers, and posters
 - managing and contributing to social media posts
3. Planning and administration of Local Grant Programs and Local Projects, including
 - grant support for arts and culture-related projects throughout Canada
 - coordination of group visits to the Japan Foundation, Toronto
 - coordination of facility loans to outside organizations
4. Planning and administration of Arts and Cultural Exchange Programs in cooperation with other Program Officers, including
 - exhibitions and displays
 - performing arts events
 - other cultural exchange events and projects

REQUIRED QUALIFICATIONS

- Bachelor's degree or higher
- English language: professional level in both written and oral communication
- Strong computer skills (including Adobe Creative Suite, WordPress, experience with various CRM platforms)

- Ability to travel for business and work occasional evenings and weekends
- Strong interpersonal skills; experience cooperating with a team of staff and volunteers
- Demonstrated interest in Japanese culture
- Experience in event management and promotion

BENEFICIAL EXPERIENCE

- Knowledge of film community and film-related events in Canada
- Educational background in Film Studies
- Knowledge of Japanese films and media art
- Knowledge of Japanese and Japanese-Canadian communities and organizations in Canada
- Knowledge of Japanese language is not obligatory but is an asset
- Knowledge of French language is not obligatory but is an asset
- Experience working with non-profit arts/cultural organizations
- Knowledge of how to implement online events

WORKING CONDITIONS

- Work time: Monday - Friday, 9:30 am – 5:30 pm and some weekends and evenings
- Monthly salary: Starting from \$3,500.00/month (depending on experience/ability)
- Benefits: Medical Benefits, Dental benefits, Group Insurance Benefits, Life Insurance Benefits, Other Benefits
- Paid holidays, Paid for Canadian Statutory Holidays, Paid sick leave

EMPLOYER INFORMATION

The Japan Foundation established a Toronto Office in November 1990, and its status was upgraded to that of a Cultural Centre in April 1995. To accommodate the expanded operations, a facility was established in the Colonnade at 131 Bloor Street West. As of September 1, 2015 the Japan Foundation, Toronto will move to 2 Bloor Street East at the intersection of Yonge and Bloor.

The Japan Foundation, Toronto houses a library, seminar rooms and an event hall, which functions as an exhibition space or auditorium. The public-lending library has approximately 20,000 Japan-related print and audio-visual materials in its collection. Events, such as art exhibitions, film screenings and lectures, are presented year round.

The Japan Foundation, Toronto activities cover not only activities held in our centre but those inside Toronto and all across Canada. A large portion of The Japan Foundation, Toronto activities also involve the administration of its grant programs.

For more information, visit our website: www.jftor.org

APPLICATION PROCESS

Interested applicants are asked to submit their resume and cover letter to Nobi Nakamura at nnakamura@jftor.org by **9:00 AM on February 16, 2021**. Please quote "Program Officer (Film and Audiovisual)" in the subject heading of your email.

We thank all applicants for their interest in The Japan Foundation, Toronto, however, only those selected for an interview will be contacted.