

TEMPLATE: Job Description

From the Toronto International Film Festival Group, Human Resources Department

**notes are in italics - just delete these and add your own text.*

Your duties and responsibilities are as described in this job description and may be amended from time to time.

Preparation Date:	<i>The date this was created/revised</i>		
Position:	<i>Title of the position: e.g. Director, Manager, Coordinator, Assistant, etc.</i>		
Reporting to:	<i>Immediate reporting authority</i>		
Department:	<i>e.g. Development, Print Traffic, Publications, Guest Relations, etc.</i>		
Division:	<i>e.g. Group, Festival, Sprockets, Circuit, Cinematheque, Library</i>		
JD created by:	<i>Your name</i>	Approved by:	<i>The next above you</i>
Overview/ Purpose:	<i>Three lines briefly describing the position, mentioning other departments that this position will work with. A goal statement. eg. To service, to develop, to communicate, to maintain, to sell.</i>		
Accountable For:	<i>The key reasons that mean you keep your job. Deliverables or related to standards, time and money.</i>		
Direct Staff Responsibilities :	<i>Positions (and numbers) of staff reporting to this individual</i>		
Indirect Staff Responsibilities :	<i>Other staff (and numbers) reporting to direct staff reports.</i>		
Responsibilities :	<i>As shall include but not be limited to@ - Process Concise list of actual concrete responsibilities of the position. Sometimes it helps to list them approximately in sequence over the course of the event or year. Otherwise, organize by type of duty or other factor. Quantify where-ever possible and where measurable outcomes are desired or known. Remember to include post mortem reports and where applicable, departmental operation manual, due at appropriate times.</i>		
Minimum Requirements /Qualifications:	<i>Pertinent education or technical skills or <u>justifiable</u> experience.</i>		
Teams:	<i>List which teams this position participates in. Most will be Festival Production.</i>		

Copies to: Employee (attach to contract) Direct Supervisor
 Human Resources (send in paper and electronic format)