

## TEMPLATE: Job Posting

From the Toronto International Film Festival Group, Human Resources Department

Date

The Toronto International Film Festival Group, a vibrant not-for-profit arts organization, (is hiring for, is accepting applications for, has created the new position of, has an opening for) the (contract/full-time) position of:

### **JOB TITLE**

Include here:

-overview of position and reporting structure (include the position to which this position reports)

### **Responsibilities:**

-overview of responsibilities go here

**Contract Dates OR Start Date:** - input the start date OR contract start & end dates (make sure to delete the heading of whichever you are not using Contract Dates or Start Date)

### **Minimum Requirements:**

-minimum requirements/qualifications: education, skills, experience

(-compensation & benefits are normally only discussed at the offer stage)

\*long hours statement: - adaptable to a flexible work schedule including some evenings and weekends

Please submit cover letter, résumé and the names and phone numbers of 3 references by 5pm on **DATE** by mail or fax to the attention of Hiring Committee:

### **JOB TITLE**

Toronto International Film Festival Group  
2 Carlton Street, Suite 1600, Toronto, Ontario, Canada M5B 1J3  
fax: 416-967-9477

**\*\*Applications by email are not accepted.\*\***

***Please note in your cover letter where you saw this job posting.***

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. No telephone inquiries please. All applications are considered confidential.

The Toronto International Film Festival Group is an equal opportunity employer.

The Toronto International Film Festival Group is a charitable, cultural, and educational organization devoted to celebrating excellence in film and the moving image.