



JOB POSTING: PRODUCTION MANAGER, NATIONAL CANADIAN FILM DAY

REEL CANADA is hiring a Production Manager to join our team on contract, starting as soon as possible, and running full-time through to mid-May, with possibility for extension.

National Canadian Film Day (CanFilmDay) is a massive one-day annual celebration of Canadian cinema, presented by REEL CANADA.

REEL CANADA is a charitable not-for-profit whose mission is to introduce audiences to Canadian film and engage them in a conversation about identity and culture.

In 2025, CanFilmDay featured nearly 2000 live events across Canada and in over 40 countries around the world. With 90,000 attendees and 2.5 million at-home viewers, CanFilmDay is truly a major event to plan and execute. We're looking for a live event production superstar to add to the team.

Our organization thrives on a collaborative, friendly, and fast-paced team atmosphere. The successful candidate has a passion for cinema and Canadian culture, and wants to make an important contribution to the cultural life of this country.

The Production Manager is a contract employee position reporting to the Executive Team, and working closely with the rest of the CanFilmDay team.

This role will focus on the project management of various aspects of CanFilmDay, including but not limited to production of live (in person and online) events; production of promotional assets and video assets; managerial oversight of crew and guest services; and broad managerial support of CanFilmDay overall (with Executive Team and CanFilmDay management team)..

REEL CANADA is a hybrid work environment, with this role working in the office in downtown Toronto three days per week, and working remotely for the remainder of the week, with more in-office days expected as CanFilmDay approaches.

REEL CANADA is actively seeking candidates with diverse identities and lived experiences. We encourage those who self-identify as Black, Indigenous, people of colour, or people with a disability to apply.

KEY RESPONSIBILITIES

- Working closely with CanFilmDay management team and Executive team to provide managerial support and project management across all CanFilmDay departments.
- Production management and oversight of any/all large scale events in the GTA. These events will be live (in person with an audience, or livestreamed for an online audience), and may include live guests, remote guests (streamed in live), pre-recorded elements, equipment rentals, staffing, setup/teardown and other logistics. Working closely with the Artistic Director, Production team and CanFilmDay team to help shape each unique event from start to finish, and to ensure that events are executed on the day to a high standard.
- Management of video asset production, including tracking deadlines, and liaising with the video production team, Executive and Artistic Directors, and creatives to ensure smooth running of production and timely delivery.
- Management of promotional item production, including cost and quantity estimates, tracking, liaising with vendors, and ensuring timelines and deadlines are met. Leading on guest logistics and bookings and interacting with industry professionals.
- Leading on crew and volunteer logistics and bookings of drivers, photographers, facilitators, and others.
- Providing overall support to the CanFilmDay Management team, including helping to push through department deadlines and support with team management as necessary.
- Taking part in event post-mortems and wrap up tasks at the end of April.
- Adhering to deadlines and internal organizational protocols.
- Ad-hoc outreach & coordination duties as required.
- Attending all-staff and relevant virtual meetings.
- Assisting the Executive Team as needed.

REQUIREMENTS

- Experience producing large scale in-person events and thorough knowledge of the various roles and responsibilities involved in event production. If you have production coordination or management (or stage management) experience from the film, TV or theatre industries, please highlight this in your resume and cover letter, as it is an asset for this job.
- Highly skilled in project management and oversight
- Excellent written and oral communication skills
- Proficiency in Excel/Google Sheets, and Word/Google Docs
- Familiarity with AirTable and/or Salesforce is an asset

- Fluency in French is an asset
- Comfortable using Zoom and similar video conferencing services
- Tech or AV skills for live events and/or livestream production experience using Zoom or similar video conferencing services and streaming live to YouTube/Facebook or elsewhere – or the interest and curiosity to learn these skills.
- 4+ years of professional experience

SKILLS AND APTITUDES

- Ability to communicate professionally and diplomatically with industry professionals
- Very strong attention to detail
- Strong interpersonal and relationship management skills
- Ability to manage and prioritize a number of different deadlines simultaneously
- Ability to remain calm and professional in a high pressure environment
- Being both a team player and a self-starter, and able to work effectively from home and in an office environment

PLEASE NOTE: If you are excited about this position and meet most, but not all, of the listed qualifications, or if you have strong qualifications but are coming from an adjacent industry with a lot of transferable skills, please consider still applying. We are looking for the right person, not the right list of bullet points on a resume! We are open to considering different levels of seniority, and tailoring the specific job responsibilities, as well as compensation, to be commensurate with the best candidate's skills and experience.

Interested applicants are invited to apply using the application form on the REEL CANADA website at: reelcanada.ca/join-our-team

We thank all who apply, however only those candidates selected for an interview will be contacted.

REEL CANADA welcomes and encourages applications from people with disabilities. Accommodations are available on request for candidates taking part in all aspects of the selection process. Please write to contactus@reelcanada.ca to indicate what accommodations are required, or arrange a phone call.