

Communications Coordinator

Toronto Queer Film Festival

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TQFF.ca

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Job Title: Communications Coordinator

Location: Remote; Toronto, ON

Term: May 11, 2026 – November 30, 2026

Hours: 32 Hours/Week, Monday - Thursday

Rate: \$30/hour

Reports To: Executive Director

Application Deadline: Thursday, April 23, 2026 at 5:00 PM EST

Position Overview

The Communications Coordinator supports the development and execution of TQFF marketing, digital communications, and public relations initiatives. This role works closely with internal departments to ensure cohesive messaging and effective promotion across all platforms.

The ideal candidate is a strong communicator with a creative eye, excellent writing skills, and the ability to manage multiple projects in a fast-paced festival environment. They are also especially interested in and have experience communicating with community members from artistic, DIY, grassroots, and activist spaces.

Key Responsibilities

- Develop marketing materials for TQFF programs including newsletters, posters, promotional copy, website content, and press assets
- Write and circulate press releases promoting upcoming events, including reaching out to publications to write reviews of TQFF films and the annual festival
- Plan, schedule, and publish content across all social media platforms and the website
- Create engaging written, visual, and multimedia content that reflects the festival's voice and brand guidelines for social media accounts
- Write summaries, captions, and other descriptions of TQFF events, catered to and geared towards marketing and promotional purposes for TQFF's communities
- Collaborate with the Programming department to ensure alignment on how programs are communicated to audiences
- Monitor social channels, engage with audiences, and track analytics to measure campaign performance
- Coordinate advertising placements, community listings, partner promotions, and ambassador outreach
- Collaborate with the TQFF team to align marketing strategies with on-the-ground outreach efforts

- Draft and distribute press releases, media kits, festival announcements, and key messaging documents
- Maintain media contact lists, outreach logs, and public communications calendars
- Coordinate media invitations, interview requests, and press opportunities
- Work with the Festival Operations Manager and Production team to gather and communicate essential festival updates, schedules, and announcements
- Provide communications support for special events, screenings, and community programming
- Ensure consistent branding and messaging across all departments

Qualifications

- Minimum 2 years of experience in communications, marketing, public relations, media, or related fields is a requirement
- Experience working in communications at film festivals/arts organizations is an asset
- Strong writing, editing, and storytelling skills with an understanding of brand voice
- Experience creating content for social media platforms (Instagram, TikTok)
- Basic graphic design or video editing skills (e.g., Figma, Adobe Creative Suite) considered an asset
- Familiarity with Wordpress is considered an asset
- Ability to work efficiently on multiple projects with tight deadlines
- Detail-oriented with strong organizational and time management skills
- Comfortable working select evenings and weekends

Benefits of working with TQFF include:

- Health Benefits with Sunlife and disability supports
- Paid sick days, vacation, and time in lieu

TQFF's normal hours of business operation are Monday through Thursday, 9 AM - 5 PM. Occasional evening hours are expected during scheduled events, such as the annual festival and year-round screenings. There are bi-monthly in-person meetings; all other work is remote.

Apply

Please submit a cover letter, CV, and portfolio via the [application form](#). The portfolio should be no longer than 4 pages and should illustrate a wide range of examples of past communications work including but not limited to writing samples, social media posts, newsletters, website pages, successful campaigns, etc.

TQFF is an equal-opportunity employer. We encourage applications from people with disabilities, and who identify as queer/trans/2 Spirit, Indigenous, Black, and racialized. Additional support for staff with disabilities is available. Please include any accommodation requests during the hiring process in the application form as well.