

# Executive Director

## Toronto Queer Film Festival

Job Description

April 16, 2026



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### **Application Deadline: Rolling until position is filled**

Job Title: Executive Director

Location: Toronto, ON; Hybrid/Remote

Term: Permanent – expected start date July 1, 2026

Hours: 35 Hours/Week

Rate: \$60,000 per annum

Reports To: Board of Directors

The Executive Director is responsible for overseeing and managing the Toronto Queer Film Festival's daily operations as it relates to programming, communications, administration, HR and finances. Qualified applicants have sufficient experience in management in the arts non-profit sector and are ready to step into a senior leadership role.

The ideal candidate has a passion for supporting queer, experimental, and political film and video art. They also have strong literacy around anti-imperialism, pinkwashing, disability justice and anti-oppression at large. The incoming ED will continue TQFF's practice of endorsing PACBI, streaming films without geoblocking, and prioritizing accessibility in programming and operations.

### **Specific Duties**

- Manage governance and operations including policies, strategic planning, and implementation of the vision, mission and strategic priorities, with support and guidance from the Board of Directors
- Lead financial management, banking, budgeting, income, expenses and the annual audit, and monitor monthly/quarterly/yearly expense reports
- Oversee and manage relations with the Board of Directors, schedule quarterly Board meetings, and maintain regular monthly meetings with the Executive Committee
- In coordination with the bookkeeper, oversee accounting, expenditures, payables and receivables, and payment processing
- Lead fundraising efforts through grant writing, sponsorships, partnerships and donor relations
- Manage HR processes, including writing job descriptions, hiring, onboarding and orientation, contracts, staff reviews and check-ins, and professional development of staff
- Support and guide the Programming department, ensuring alignment with TQFF's mission in all initiatives, adherence to the artistic vision and communities that organization serves
- Provide guidance to the Communications and Web departments to direct branding, marketing, publicity, social media, and outreach initiatives for programming
- Manage and oversee festival staff and volunteer positions that are responsible for key festival activities, such as front-of-house, technical coordination (print-traffic and projection), etc
- Oversee major festival operations components such as venue booking, box office, schedule, and accessibility coordination (venue accessibility, closed-captioning, ASL, etc)

- Maintain records of all programming details, including artist data, attendance records and ticket sales in TQFF's database
- Manage the calendar for year-round governance and operations, as well as setting deadlines and deliverables for staff, ensuring all tasks are completed in a timely manner
- Work in collaboration with community, artistic, and industry partners, managing public relations for TQFF and maintaining strong relationships
- Organize, support, delegate board meetings, staff meetings, and the annual general meeting
- Manage administration including internal file and document organization, CRM database management, software and application licenses, and IT best practices
- Maintain and grow TQFF's leadership and commitment to grassroots movements through the endorsement of PACBI and furthering education on pinkwashing in the sector

## Qualifications

- Minimum 3-5 years of experience working in the non-profit arts sector in a management or director role
  - Experience working in film festivals, arts programming, coordination, arts administration, and/or arts event support is a requirement
- Experience and successful track record with grants, proposals, and diverse fundraising
- Experience managing cashflow and budgets
- Management experience with teams of 3 or more staff members
- Extensive familiarity with local, national and international art communities and critical issues in contemporary film and video art
- Demonstrated history of working with artists and audiences from underrepresented communities
  - Prior experience with grassroots groups, community organizing, and/or collaborative decision-making models is a strong asset
- Strong organizational and time-management skills
- Excellent written and verbal communication skills
- Availability on select evenings/weekends

## Benefits include:

- Health Benefits with Sunlife and disability supports
- Four weeks vacation
- Paid sick days
- Time in lieu
- Onboarding and training from outgoing ED

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

The ED must be based in Toronto and is expected to be present for other in-person engagements such as partner meetings or events. TQFF is unable to offer relocation support.

## Apply

Please send a cover letter and a CV to board @ torontoqueerfilmfest.com, including any accommodation requests during the hiring process.

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.

Qualified applicants will be contacted for interviews on a rolling basis. We recommend applying early.