



Executive Director – Edmonton Short Film Festival (ESFF)

Location: Hybrid - Edmonton, AB (Arts Hab Creative Studios)

Type: Contract- Flexible hours with some weekends and evenings

Application Deadline: December 15, 2025

Start Date: January 5, 2026

About ESFF

The **Edmonton Short Film Festival (ESFF)** celebrates Alberta filmmakers by showcasing the best in short film storytelling and offering year-round opportunities to create, connect, and grow. From community screenings and workshops to the annual red-carpet gala, ESFF is where Alberta's film talent shines. ESFF values equity, diversity and inclusion, and celebrates excellence.

About the Role

We're looking for a dynamic **Executive Director** to lead the next chapter of ESFF's story. You'll be the creative engine and organizational backbone — managing budgets, grants, events, sponsorships, and partnerships while inspiring a passionate team of volunteers, students, and industry collaborators.

If you love the arts, thrive on juggling projects, and believe in uplifting Alberta's diverse film community, this is your spotlight moment.

What You'll Do

- Lead day-to-day operations and guide ESFF's strategic vision with the Board.
- Prepare and manage annual budgets and monthly financial reports.
- Write and report on grants
- Build sponsor relationships
- Oversee film submissions, adjudication, and festival programming.
- Coordinate and promote workshops, pop-up community screenings, and special events.
- Supervise and recruit staff, students, and volunteers.

- Create website content, social media campaigns, and marketing assets.
- Strengthen partnerships with local arts and cultural organizations.

What You Bring

- Experience in arts management, event coordination, or non-profit leadership.
- Strong budgeting, grant writing, and communication skills.
- A creative, organized, innovative and community-minded approach.
- Familiarity with Alberta's film or arts scene is a major asset.
- Proficiency in Microsoft Office, Google Workspace and social media platforms.
- A post-secondary education in Business, Communications or Marketing is an asset.

Perks

- Flexible, creative work environment.
- Hands-on role in shaping Alberta's independent film landscape.
- Opportunities to collaborate with inspiring artists, sponsors, and industry partners.
- Salary is commensurate with experience and final contract scope.

How to Apply

Send your **résumé** and **cover letter** with a brief statement on *why you're passionate about Alberta film* to edmontonshortfilmfest@gmail.com by **December 15, 2025**.

Let's make film magic together. ✨