

VANCOUVER  
**SHORT**  
FILM FESTIVAL

**The Vancouver Short Film Festival is seeking a committed board member to act as a secretary and help support the festival in its mandate of supporting and showcasing BC talent.**

### **About Us**

The Vancouver Short Film Festival (VSFF) is committed to the celebration of the vibrant community of short film, video, and animation artists on the Canadian West Coast. We hope to build ties between emerging and established professionals, and provide an arena where all short filmmakers, including students, can screen their films in public and support their fellow colleagues. Our ultimate goal is to connect short filmmakers to a broader audience in order to grow the local film industry.

### **Duties:**

- Conduct the correspondence of the society
- Issue notices of meetings of the society and directors
- Keep minutes of all meetings of the society and directors
- Have custody of all records and documents of the society except those required to be kept by the treasurer
- Have custody of the common seal of the society
- Maintain the register of members
- Participate in board activities and initiatives such as fundraisers, events, and workshops
- Support the Festival Directors and festival operations as needed

### **Qualifications**

You:

- Are an industry professional who is passionate about fostering the development of up and coming local filmmakers
- Are organized, have great written and verbal communication skills
- Have access to the Internet, phone, and Microsoft Word and Excel

### **To apply:**

- Send a copy of your resume to Bonnie Hay at [haywirefilms@hotmail.com](mailto:haywirefilms@hotmail.com).

Only qualified applicants will be contacted for an interview.  
For more information on the VSFF, please visit [www.vsff.com](http://www.vsff.com).