

POINTS NORTH

1:1 Meetings Coordinator

Job Description

The 1:1 Meetings Coordinator reports to the Associate Manager, Industry & Artist Programs, helping to facilitate logistics and coordination of Points North's 1:1 Meetings Program, taking place in person in Camden, Maine on Friday, September 12, 2025 and virtually via Zoom on Thursday, September 25-Friday, September 26, 2025.

This position can be done remotely for most of the contract period. On-site preparation in Camden and work the week of the annual festival is mandatory.

*Candidate must have reliable access to a laptop throughout the duration of this contract period.

Timeline:

Start Date: August 4, 2025

End Date: September 30, 2025

TIMEFRAME and COMMITMENT:

The hours provided are approximate, to be used as a tool for the contractor to estimate the time commitment needed to complete the work.

- Week of August 4: ~8 hours/wk
- Weeks of August 11-September 1: ~16 hours/wk
- Week of September 8: ~40 hours/wk
- Weeks of September 15 & 22: ~24 hours/wk
- September 29-30: ~3 hrs/wk

Compensation: \$3,500

Accommodations in Camden provided September 6-15. If contractor wishes to book own accommodations, PNI will reimburse up to \$125 a night. Contractor must opt in to this option by July 15. Receipts for reimbursement must be submitted by September 20.

Reports to: Associate Manager, Industry & Artist Programs

Points North Staff Supervisor: Artist Programs Manager

Responsibilities:

- Coordinate distribution of in-person and virtual meeting schedules to all participating filmmakers and industry, utilizing both Airtable and Gmail
- Assist in creating internal documents used for 1:1 Meeting facilitation
- Monitor the Industry email inbox, answering general inquiries
- Act on the ground as resource for participants during in-person meetings
- Potentially assist in additional Artist Programs event facilitation during the festival
- Assist in facilitating breakout rooms during virtual 1:1 Meetings, taking place September 25-26

TO APPLY:

Please send a resume & cover letter to industry@pointsnorthinstitute.org by **Friday, July 11**.

ABOUT POINTS NORTH

The Points North Institute is a launching pad for the next generation of storytellers. We build a unique, interdisciplinary community of filmmakers, artists, journalists, industry leaders, and local audiences, forming a creative hub where stories and talent are discovered, collaborations are born, and the future of nonfiction media is shaped.

Our programs include the annual Camden International Film Festival and Points North Forum along with a growing suite of Artist Programs. This year, the Camden International Film Festival will run from September 11-14, with Artist Programs Fellowships kicking off on September 8.