

DIRECTOR OF EDUCATION

Position type: Full Time

Pay range: \$60,000 - \$70,000

Location: Hybrid (at least two days in our Center City office)

Transforming Philadelphia through the power of film.



As the producer of the Philadelphia Film Festival and creative force behind the Philadelphia Film Center, PFS Bourse Theater, and PFS East Theater, the Philadelphia Film Society (PFS) raises awareness of film as an important art form in Philadelphia and serves as a vital piece of the city's arts and culture community.

The Director of Education will plan, manage, and facilitate the content, curriculum, and operations for all year-round educational programming and initiatives. The Director of Education acts as a visible spokesperson for PFS by establishing and maintaining meaningful relationships with public, private, and charter school administrators and faculty as well as community focused groups and organizations including cultural and educational non-profits, social service agencies, and others.

The Director of Education reports directly to the Artistic Director, and manages the Education and Programming Coordinator and Community Partnership Coordinator.

PRIMARY DUTIES AND RESPONSIBILITIES

- Develop an annual education and community engagement plan and budget in collaboration with coordinators and programming department
- Manage and oversee the activities of the Education Coordinator and Community Partnership Coordinator
- Execute and expand the planned first year of the In School Residency program.
 - 10 week, in class residencies are planned in classrooms across Philadelphia. These residencies are in short filmmaking and film criticism, to be run in both the Fall and Spring semester.
 - Work with classroom teachers to hone established curriculums and plan individual lesson plans to fit the needs of their students.
 - Supervise the staff who are going in to teach, and review the evaluations from all involved, weekly.
 - Organize film field trips for all classes to complement established curriculum.
 - Evaluate the program and adjust accordingly, including the creation of new curriculum, in the coming school years.
- Plan and execute the Festival Field Trip Program, a weekday field trip program during the annual Philadelphia Film Festival, coordinating all relevant PFS departments and staff members
 - Facilitate all communication with potential and participating schools; Create and update a working schedule to accommodate interested school groups
 - Collaborate with the Artistic Director and other Festival Programming staff to select appropriate participating film titles; assist with filmmaker and speaker invitations and other guest services responsibilities
 - Manage the creation and dissemination of arts-integration curriculum including study guides and critical thinking discussion questions
 - Establish metrics to analyze program effectiveness; Compile all participant information for reporting including all applicable metrics and participant testimonials
- Maintain and execute film education partnership with the Better Angels Society
 - Launch year two of the collaboration with the Next Generation Angel program, including executing the November 30th Student History Documentary Film Festival and implementing the 3 in school documentary filmmaking residencies
 - Supervise a teaching artist to lead three 10 week in class residencies that will run from November-February. Collaborate with teaching artist on their lesson planning within existing outlined curriculum to lead students through the process of creating a history documentary film.
 - Facilitate all communication with potential and participating schools for the November 30th event; Create and update a working schedule to accommodate interested school groups
 - Plan and execute March event to showcase final student documentary films.

PHILADELPHIA FILM SOCIETY

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- Maintain and strengthen partnership with Better Angels Society and National History Day Philly, as well as other local history partners around this initiative.
 - Report on successes and failures in monthly communication with Better Angels Society
- Manage the film residency program at SpArc
 - Hire and manage teaching artist who will lead a 15 week residency at SpArc, working with adults with intellectual and developmental disabilities to create a collaborative, original film.
 - Work outside the residency to strengthen the film society's accessible programming, including open captioned and sensory friendly screenings
 - Plan and execute premiere of the SpArc film in the summer
- Execute quarterly Family Day programming with Community Partnership Coordinator
- Work closely with the Development Department to determine areas for potential institutional and individual partnerships or sponsorships; Assist in securing partnerships as needed including helping identify and prepare grants and other funding solicitations
- Provide guidance and management of various grants including reporting and implementation
- Work with Community Partnership Coordinator to develop networks of community organizations, attend community partner meetings, and expand marketing for educational engagements. Maintain good working relationships with community organizations.
- Conduct ongoing research into comparable film societies to gather information on industry standards, trends, and best practices for educational programming
- Other duties as assigned

SKILLS

- Strong project management skills managing complex, multifaceted projects resulting in measurable successes and program growth
- Ability to develop constructive and cooperative working relationships with others; is adept at creating a positive, collaborative and entrepreneurial work environment
- Proficiency in MS Office Suite
- Excellent verbal and written communication skills with exceptional attention to details
- Ability to work with staff and program participants from diverse communities
- Commitment to a high level of customer service

QUALIFICATIONS

- Minimum of a Bachelor's degree or equivalent work experience required, Master's degree in Education or related field preferred
- At least three years of experience and knowledge of educational programming
- Demonstrated ability to develop and implement community programs on a local level
- Knowledge of the Philadelphia educational landscape, including working knowledge of the school district's policies
- Proven ability to create and maintain strategic partnerships
- A successful track record in setting priorities; keen analytic, organization, and problem-solving skills which support and enable sound decision making
- Experience having worked with a high-performance, collaborative, constructive peer group
- Personal qualities of integrity, credibility, and a commitment to and passion for PFS's mission
- Experience and familiarity with Philadelphia and the cultural community a plus

Salary and benefits are competitive and commensurate with experience. The information in this job description indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, or be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job, nor is it to be interpreted as a contract for employment. PFS is an Equal Opportunity Employer. Recruitment, hiring, promotions, and other terms, conditions, and privileges of employment shall be maintained in a manner that does not discriminate on the basis of age, race, creed, color, national origin, sex, sexual orientation, gender expression, marital status, physical or mental disability, veteran status, or military status, or in violation of any applicable Federal, state or local legislation.

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