

PHILADELPHIA **FILM** SOCIETY

Position: Education & Outreach Manager

Reports to: PFS Executive Director

JOB SUMMARY:

The Education & Outreach Manager works with support from the PFS Marketing Department, Programming Associate, and Venue Operations staff, to plan, manage, and facilitate the content, curriculum, and operations for all year-round educational programming and initiatives. The Education & Outreach Manager 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.

SPECIFIC DUTIES:

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

- Oversee reservation processes including the management of all organizational documents and databases and 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 as needed
- Manage the creation and dissemination of arts-integration curriculum including study guides and critical thinking discussion questions
- Work with PFS Graphic Designer to oversee materials creation including Save the Dates, Program Applications, Curriculum Materials, and Reports
- In collaboration with Venue staff, act as on-site host during the program run-of-show; introduce films and facilitate all post-screening Q&As and discussions
- Establish metrics to analyze program effectiveness; Compile all participant information for reporting including all applicable metrics and participant testimonials

Plan, execute, and expand the Albert M. Greenfield Student Screening program, a weekday field trip program held year-round at the PFS Roxy Theater, coordinating all relevant PFS departments and staff members

- Establish an in-school, pre-visit component to the field trip program, in alignment with the School District of Philadelphia policies and procedures, to further expand the program's impact and reach
- Manage the creation and dissemination of comprehensive arts-integration education guides in collaboration with certified education professionals/curriculum authors to ensure all materials meet specific CORE and STEM/STEAM goals and standards
- Work with PFS Graphic Designer to oversee materials creation including Save the Dates, Program Applications, Curriculum Materials, and Reports
- In collaboration with Venue staff, act as on-site host during the program run-of-show; introduce films and facilitate all post-screening Q&As and discussions

Organize, execute, and expand the Movies on the Block program in collaboration with the Programming Associate; act as the main PFS representative to facilitate the operations of the program including communication with all parties

- Maintain ongoing relationships with Lead Partners and provide assistance with activity coordination, scheduling, grassroots marketing/promotion, and other areas
- Assist in coordinating Movies on the Block press releases and promotional materials
- Coordinate all aspects of day-of event setup and breakdown (film screening) including equipment, tech staff, rental chairs, PFS volunteers, PFS materials and activities and provide support to lead partners for supplemental programming and activity set-up and breakdown
- Collaborate with partners to determine practices and metrics to measure event success and gather feedback specific to each community and event; produce event reports for individual screenings and incorporate feedback to innovate and further develop subsequent events

OTHER RESPONSIBILITIES

- Conduct ongoing research into comparable film societies to gather information on industry standards, trends, and best practices for educational programming

- Provide assistance in maintaining and tracking yearly department budget as it relates to education initiatives; track ongoing revenue; create and present performance reports as well as full year-end reports
- Perform introductions for select screenings and moderate post-screening Q&As and discussions where applicable
- 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
- Work with PFS Volunteer Coordinator to assist in the recruitment of Film Festival volunteers at Philadelphia colleges and universities.

Qualifications:

- 3-5 years experience working in educational arts programming within public, private, and/or charter schools, or another arts organization
- Experience working with teachers and school administrators required
- Experience and/or passion for working with underserved or underrepresented communities
- Community outreach and event planning experience required
- Ability to plan, organize, and implement large and small-scale events and educational programming
- Demonstrated ability to manage projects from beginning through completion
- Ability to measure and track data and analyze the outcomes of programs
- Passion for film and/or visual arts education highly preferred
- Enthusiasm for working with youth audiences