

Position: Programs Director

Reports to: Executive Director

JOB SUMMARY

The Programs Director is primarily responsible for the planning and execution of year-round curated programming and education initiatives for the Philadelphia Film Society (PFS), as well as other special events and seminars throughout the year. In addition, the Programs Director is responsible interfacing with the Development Director to outline the programs and identify and prepare solicitations to potential funding sources, as well as with the Director of Film Operations and the Festival and Events Director to ensure the smooth execution of all curated events. The Programs Director coordinates all aspects of PFS' annual program preparation and presentation. In addition, the Programs Director oversees and manages the recruitment and work of all additional support staff and technical vendors needed to execute the programs. This job is considered to be a permanent, year-round, full-time position.

Essential Responsibilities: Responsibilities of the Programs Director include, but are not limited to:

Program Research, Solicitation and Curation

- Develop and implement a creative vision for the education program that fulfills PFS' mission statement and artistic mandate.
- Coordinate curation for any additional year-round programs.
- Serve as a participating curator for the education portion of the annual film festival, in addition to all other year-round film programs, including coordinating the research, solicitation, and acquiring of films.
- Supervise the staffing and administration of the any Programming Committee should one be created, with the assistance of the Executive Director (ED).

Philadelphia Film Festival

- Managing and updating the accepted film database;
- Booking films selected by the Artistic Director;
- Coordinating with filmmakers/production companies/sales agents and distributors in advance of set deadlines by telephone/email/fax for all needed materials, images, guests, etc;
- Overseeing all submissions, assigning them to film screeners to ensure every submission is screened, and recording comments & judgments in submissions database;
- Assisting screeners and programmers in screening film selections and writing program guide film blurbs or other copy as designated by the Artistic Director;
- Ensuring the completion of all film-related content, including film blurbs, stills, and distributor information, and participating in the proofing of the Festival Program Guide;
- Cooperating with the Marketing Department to determine strategic marketing techniques and partnerships for each film, as time permits
- Completing any and all other duties involving program administration of the Festival as needed;
- Supervising and overseeing the Guest Services Coordinator, the Print Trafficking Coordinator, and all Festival Programmers.

Education and Outreach Programming

- Plan and execute the Festival Field Trip Program, a weekday field trip program during the annual Philadelphia Film Festival
- Plan, execute, and expand the Albert M. Greenfield Student Screening program, a weekday field trip program held year-round at the PFS Roxy Theater
- 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

General Management/Staff Supervision

- Maintain all program-related databases, including, but not limited to, the programs designed and offered (with attendance results)
- Recruit, hire, and supervise additional staff as required for the programs
- Recruit, hire, and supervise additional volunteers or interns as needed for the programs
- Ensure lines of communication between the ED and all support staff are maintained throughout the year regarding programming activities and results
- Regularly attend weekly Staff Meetings to review all relevant issues.
- In preparation for next year of programs, review and update all database records as needed.

Finance

- In collaboration with the ED, develop and produce an annual budget for approval by the Board of Directors.
- Review program-related budget items with the ED on at least a monthly basis
- Collaborate with the ED in making for budgetary income/expense adjustments at regular intervals throughout the Budget year should income and expense targets not be met in accordance with the Cash Flow Schedule
- Be accountable for managing and remaining within approved budget lines

Fundraising

- Collaborate and consult as needed on fundraising, membership, special events and outreach activities for the year-round programming initiatives
- Work with the Development Director to complete the programming components for government grant applications and reports.

Board

- Attend all regularly scheduled Board of Director (BOD) meetings
- Provide written reports, as necessary, in advance of board meetings for presentation and discussion
- Collaborate with the ED and the BOD, in the development of short and long-term program planning proposals for the organization

Seasonal Staff / Volunteer / Intern(s)

- Recruit and supervise necessary and approved seasonal staff for the annual Philadelphia Film Festival
- Recruit and supervise necessary volunteers and interns as required throughout the year
- Ensure that communication with all volunteers/intern(s) is clear

General Duties

- Create and regularly revise a timeline/critical path required to carry out the programming work and fulfill the milestones set out in this schedule.
- Conduct ongoing research into comparable film societies to gather information on industry standards, trends, and best practices for educational programming
- Perform introductions for select screenings and moderate post-screening Q&As and discussions where applicable
- Keep accurate and accessible records of all work in order to ensure organizational continuity
- Other duties as required

Qualifications:

- Bachelor's in film, education, or other relevant field
- 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 highly preferred
- 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 and extensive knowledge of film required
- Enthusiasm for working with youth audiences