

Sebastopol Center for the Arts Film Program Director

Posting date: Available 6.29.17 until filled

Status: Full time, exempt

Hiring range: \$46,000 - \$53,000 depending on experience

Sebastopol Center for the Arts' Film Program is a year-round program dedicated to providing audiences access to a diverse selection of local, national, and international film. The mission of the Film Program is to engage, educate, and inspire through the art of film. The Film Program is the over-arching program which presents the Sebastopol Documentary Film Festival (SDFF) as a major element.

JOB SUMMARY:

The Film Program Director (FPD) is a strong leader, strategic thinker, and fund development partner accountable for achieving all major artistic, logistic and financial objectives of the Film Program. The successful FPD achieves these objectives working closely with SCA's other program staff and is always ready to "roll up sleeves to help get any job done." The FPD manages volunteers and sometimes sub-contract employees. S/he works collaboratively as part of an ever expanding, tight-knit team. The FPD is responsible for enriching and expanding the Film Program by leveraging relationships and networks; and working across private, public and corporate sectors. The FPD is responsible for maintaining strong working relationships with the SCA Board of Directors, Executive Director and Staff.

ROLES AND RESPONSIBILITIES:

The FPD reports directly to the SCA Executive Director. The successful candidate is committed to effectively leading and strategically growing SCA's Film Program and maintaining its character and integrity. The FPD nurtures volunteer resources and strengthens the Film Program's finances and regional, national and international reputation.

Key responsibilities include:

Leadership

- Provide imaginative, innovative and energetic leadership.
- With the ED and Board develop a clear vision, strategic plan for the Film Program, with incremental goals and measureable objectives.
- Act as a spokesperson for the Film Program serving as a leader in the local, national and international film landscape and in our own arts community.

Program Planning and Management

- Plan and manage a year-round film program and special events to keep film compelling and visible with a goal of making SCA a film destination.
- Oversee and manage the Documentary Film Festival - the Film Program's signature event - working with staff, contract, seasonal employees and volunteers to produce the Festival in multiple venues.
- Identify, hire and supervise supplemental contract work as needed within budget.
- Oversee film and filmmaker grants, honorariums, services and hospitality.

Financial Planning and Management

- Prepare a comprehensive budget and ensure the Film Program operates within that budget.
- Provide the ED and Board with regular, comprehensive reports on Film Program activities, fund development, revenues and expenditures.

Fund Development

- With the ED and Board, the FPD develops measurable, achievable and stretch goals for both earned and contributed income (e.g. ticket sales, program fees, sponsorships, grants, memberships, corporate sponsorships and advertising sales, etc.)
- Grow existing revenue and develop new revenue opportunities.
- Participate with the ED and Board in planning & executing a fundraising plan for the Film Program to meet its budget.

Public Relations

- Develop the SCA/SDFF brand. Oversee all promotional materials and products representing the Film Program.
- Prioritize and direct the Film Program's Marketing and Social Media to expand local, national and international exposure.
- Establish strong relationships and collaborative arrangements with community groups, funders, elected officials and other organizations.
- Maintain SCA Film Program page on website (sebarts.org) and SDFF subset website.

TRAITS AND CHARACTERISTICS

The Film Program Director is:

- familiar with film in all aspects from production to distribution.
- known, trusted and respected in the film community. The FPD will continue to build the Film Program through shared passion and relationships.
- a results-oriented leader, committed to all SCA Film stakeholders, donors, Board Members, staff, community partners and volunteers.
- decisive, tenacious, forward-thinking, and an optimistic leader committed to achieving objectives regardless of shifts in direction, priorities and/or schedules and can maintain productivity in the midst of intense activity.
- skilled at complex event management and team building.
- equally adept at leading by example, engendering trust and demonstrating integrity.
- comfortable interacting with a wide range of people of diverse backgrounds.
- flexible and has a healthy sense of humor.

QUALIFICATIONS

- A related bachelor's degree is required (e.g.: film; theatre; arts administration or business; and a minimum of five (5) years of increasing management responsibility preferably in the film industry and/or in non-profit arts management. Bilingual Spanish/English is a plus.
- The FPD projects confidence, is a comfortable public speaker, uses diplomacy and enjoys attending community and national events to further the awareness of and appreciation for SCA and its Film Program.

APPLICATIONS AND INQUIRIES

All candidates must apply online providing the application form, letter of interest, contacts for three professional references and résumé outlining demonstrable accomplishments and a verifiable track record of results. Successful candidates may be asked to answer supplemental questions. Application form available at: [Film Program Director Job Application](#).

SCA provides equal employment and advancement opportunities to everyone, and employment decisions are based on merit, qualifications and abilities. The Center does not discriminate in employment opportunities or practices on the basis of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, familial status, veteran status, disability, AIDS/HIV status, medical condition, genetic information or any other characteristic protected by law. We embrace and celebrate diversity.