

Olympia Film Society - Job Application Information
Deadline: April 28, 2017 at 5:00pm

The Olympia Film Society (OFS) is looking for a full-time, experienced Film Programming Director. The Film Programming Director oversees the annual film programming and scheduling for one of the longest running arts organizations in the Pacific Northwest. Our success will rely on a candidate who sees the big picture and is committed to the importance and value of films. If you are our dream candidate, you will need to be prepared to hit the ground running on planning the Annual Olympia Film Festival, a multi-day event taking place November 2017.

Position: Film Programming Director

Starting: Salaried \$23,660 / Overtime Exempt (40 hours per week)

Starts: May 29, 2017

Required Skills

- 3 years minimum experience in film booking, festival programming, and event production, or similar field.
- Knowledge of all film genres from classic to modern day.
- Familiar with Olympia's film and arts community.
- Knowledge of media relations, marketing, and communication practices.
- Ability to forecast expenses/revenue, create & maintain budgets of \$100k or more
- Attention to detail, the ability to multi-task many projects effectively while meeting deadlines.
- Strong creative and strategic planning skills.
- Above average team building, management skills, written, and communication skills.
- Proficient with MS Office (Word, Excel), Box/Google/Creative Cloud software programs - graphic and website design skills are a plus.

Application Process: Submit your resume with three professional and three personal references, include a cover letter that answers the following questions:

1. Describe your experience and qualifications related to this position and how you will contribute to the success of this role.
2. Share a related successful moment or project(s) that you were responsible for executing.
3. Tell us about your experience working with volunteers and in non-profits.
4. What length of time commitment are you able to make?
5. If selected for an interview, you may be asked to bring materials with you from your previous or current related job/projects.

Do not contact the OFS office or the Capitol Theater regarding the status of your application; the staff will not have this information. You will be notified if you have been selected for an interview.

Submit materials as PDF attachments to: jobs@olympiafilmsociety.org
Attention: Hiring Committee

Download application at: www.olympiafilmsociety.org/about/job-opportunities/

The Olympia Film Society is a 501(c)3 non-profit arts organization. OFS is an equal-opportunity employer and does not discriminate against employees, volunteers, or membership on the grounds of race, creed, color, national origin, age, gender, marital status, veteran status, sexual orientation, or the presence of any disability.

ABOUT THE OLYMPIA FILM SOCIETY

The Olympia Film Society was created in the early 80's showing movies from basements to shared spaces until landing permanent residence at the Capitol Theater, which has been in constant operation since 1924. In 2010 the OFS became sole owners and operators of this 762 seat - art deco movie and concert venue. The operation of the theater consists of a small staff, board of directors, 150 volunteers, and the support of more than 1800 OFS members and South Sound music lovers and cinephiles.

Throughout the year OFS offers the best award-winning, international, and independent films. OFS also hosts a variety of concerts and performance events, ranging from popular music to burlesque to internationally- acclaimed lecturers, celebrity guests, and multi-day film festivals.

OFS maintains high standards of participatory decision-making and promotes active volunteerism among our community to present the best in independent films, live music, and film festivals. OFS strives to educate and unite, enlisting the power of film, music, and art to illuminate the intricacies of diverse cultures, the natural world, and the human condition. It is furthermore our goal to maintain high standards of participatory decision-making and fiscal accountability in keeping with the cooperative nature of our association, and our status as a nonprofit cultural and educational organization.

MISSION

To present film, music, art, by honoring the past and the present, the independent and the experimental in an environment that encourages dialogue, volunteerism, and preservation of the Capitol Theater.

VISION

Expanding generations of minds one inspiring show at a time

VALUES

Preservation Before Renovation	Volunteerism	Collaboration with Cooperation
Community Involvement	Integrity	Quality Programming
Fun Atmosphere	Professionalism	Exceptional Customer Service

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Film Programming Director Olympia Film Society

Position Summary

The Film Programming Director is responsible for the programming and scheduling of daily film showings, specialty film events, small topical film festivals and the annual Olympia Film Festival at the Capitol Theater. This position reports to the Executive Director.

Weekly, Monthly, and Annual Film Programming

- Research and book film titles
- Collaborate with film booking service to select & schedule daily film titles
- Create monthly specialty film series (educational, classic, 35mm, historical etc genres)
- Create topical annual film festivals, festivals range from 2-11 days
- Negotiate film rental terms with film studios and distribution companies
- Oversee film shipping logistics, arrival, and departure

Marketing & Publicity

- Set up advance ticket sales including creation of hard tickets, online tickets, and box office information, as needed
- Develop and coordinate promotional concepts with marketing dept
- Provide marketing dept with film/event synopsis, publicity information, electronic press kits, and graphic content

Film Screening Event Oversight

- Represent OFS at events, as needed
- Coordinate with Volunteer Coordinator to ensure film screening events have adequate staffing
- Communicate and plan with required event staff to assure day of show event logistics are organized and confirmed
- Collaborate with other OFS programmers to manage and maximize programming calendar
- Ensure payment for event staff, performers, and payments are collected/paid out
- Oversee event logistics and travel & hospitality needs for OFS special film events and festivals

General Responsibilities

- Propose and monitor the annual film operating budgets
- Collaborate with Executive Director to create sponsorship/community partnership opportunities.
- Attend weekly staff meetings
- Provide a monthly staff report to the Executive Director
- Maintain regularly scheduled office hours

- Report any personnel, volunteer or financial policy issues to the Executive Director in a timely manner.
- Other duties as assigned

Required Skills

- 3 years minimum experience in film booking, festival programming, and event production, or similar field.
- Knowledge of all film genres from classic to modern day genres.
- Familiar with Olympia's film and arts community.
- Knowledge of media relations, marketing and communication practices.
- Ability to forecast expenses/revenue, create & maintain budgets of \$100k or more
- Attention to detail, the ability to multi-task many projects effectively while meeting deadlines.
- Strong creative and strategic planning skills.
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- Proficient with MS Office (Word, Excel), Box/Google/Creative Cloud software programs - graphic and website design skills are a plus.

Time Commitment

This position is a full-time overtime-exempt position (40 per week). Flexibility with hours, including regular evening and weekend work, is required for this position.