

Film Independent has an immediate opening for a Film Programmer. Please send cover letter, resume, salary history and requirements to: jobs@film-independent.org

FILM INDEPENDENT Programmer

Job Description:

- Curate film and video programs, including narrative features, documentary features, short films, music videos, and archival programs, for the Los Angeles Film Festival and ongoing FIND programming.
- Shares Film Independent's commitment to supporting unique voices and celebrating diversity.
- Works with other parties, both inside and outside of the organization, to produce all the various aspects of events, including Programming, Marketing, Publicity, Production, and others.
- Oversees year-round Programmer, Programming Coordinator, and Event Producer (supervision of the last position is shared with Education) and the ongoing FIND programming activities
- Works with other FIND departments to implement and maintain year-round programming and special events throughout the year

Duties:

Programming Responsibilities

- Curate film and video programs, including narrative features, documentary features, short films, music videos, and archival programs, for the annual film festival and year-round FIND programming activities
- Works with Festival Director and the Film Independent Curator on identifying prospects for honored guests, artists in residence, guest directors, and curating special "event" programs for the Festival.
- Attends national and international film festivals to scout films and videos and to raise awareness of the festival and the organization.
- Articulates the vision of the organization to the media and the community on a local, national, and international level.
- Tracks new productions for possible consideration for the festival and year-round programming.
- Cultivates strategic relationships with domestic and international filmmakers, distributors, sales agents, and national film promotional organizations in order to expand the programming opportunities for the Festival.

- Generates own correspondence for own programs—requests for screeners, invitations, thank you letters, etc.
- Consults and exchanges information with directors, producers, critics, programmers, distributors and other industry professionals worldwide.
- Invites and negotiates (including the exceptional rental) for titles' inclusion in Festival presentation and year-round-programming.
- After invitation confirmed, coordinates all follow-through with Program Coordinator, Program Guide, Guest Services, Shipping, Publicity, etc. per agreed system.
- Coordinates with guest curators on special programs.
- Assists in pairing specific films with possible participating organizations or sponsors.
- Coordinates with other departments and share information regarding the festival, the films, and any special needs.

Program Guide/Web Site Responsibilities

- Writes and edits program notes and other text for catalogues, film guides, web site, and other promotional material.
- Keeps Editor/Print Materials Manager up-to-date on program developments for own programs and others as need be.
- Selects stills to appear with program notes for own programs.
- Assists in the screening scheduling process for the festival.
- Assists in proofreading print materials and web site.
- Assists in making necessary changes and updates to web site, as needed.

Supervisory Responsibilities

- Oversees year-round Programmer, Programming Coordinator, and Event Producer (supervision of the last position is shared with Education) and the ongoing FIND programming activities
- Along with the Film Independent Curator and Director of Event Operations, oversees Festival Programming Department and Guest Services, beginning with initial interviews and continuing throughout the Festival
- Supervises Festival Print Traffic Coordinator and Assistant, beginning with initial interviews and continuing throughout the festival.
- Supervises Festival Special Jury Coordinator, beginning with initial interviews and continuing throughout the festival.

Guest Services Responsibilities

- Consults with the Film Independent Curator and Guest Services Coordinators regarding invitations and hospitality budget.
- Coordinates with Guest Services regarding guests' special needs (visas, per diem, interpreter, etc.
- Hosts guests during their stay and make certain their needs are met, i.e. troubleshoot when necessary.

Publicity Responsibilities

- Strategizes with Publicity on angles for possible story pitches and/or interviews.
- Provides film notes, loglines, and other text for use in press materials and releases.
- Assists in proofreading press releases and addendums.
- Does print, radio, and TV interviews as requested.

Marketing Responsibilities

- Works with Marketing Department to develop and implement possible marketing approaches, including radio and print ads, specialty flyers, web initiatives, and other media.
- Provides film notes, loglines, and other text for use in marketing materials.
- Assists in proofreading radio and print ads, specialty flyers, web sites, etc.

Requirements:

- Strong oral and written communications skills
- Organizational skills
- Ability to coordinate a variety of details concurrently
- Good interpersonal skills
- Ability to work as part of a team and under pressure
- Knowledge of Microsoft Word and Filemaker Pro
- Previous festival or film exhibition experience desirable

Competencies:

- Organizational/Administrative skills
- Writing and communication skills
- Knowledge of film festivals and independent film
- Ability to work closely with others towards common goals
- Ability to anticipate and meet deadlines