

FILM iNDEPENDENT

Director of Artist Development

(Exempt, full-time + benefits)

Reports to President

Location: Los Angeles

Job Description:

The Director of Artist Development is responsible for the comprehensive planning, implementation, management and oversight of Film Independent's artist development programs. They balance strategic leadership with an ability to work closely with filmmakers, as well as possessing strong administrative skills. The Director of Artist Development engages in clear and regular communication with the President, Director of Finance and Operations, program directors, and Board Members. The position oversees all artist development efforts including Project Involve, Filmmaker Labs, Fast Track financing market, fiscal sponsorship, and other programs produced by the Artist Development department. The Director of Artist Development is directly responsible for managing the Artist Development Staff and currently has five direct reports: Associate Director, Project Involve; Associate Director, Artist Development; Senior Manager, Project Involve, Artist Development Associate, Nonfiction and Fiscal Sponsorship; and artist Development Associate, Fiction. The Director of Artist Development participates as a member of the senior management team, which is responsible for the overall management of the organization.

Duties:

- Plan, oversee and manage a year-round slate of artist development programs that fulfill the mission of Film Independent to champion creative independence in visual storytelling
- Manage direct report of 5 full-time Staff including Associate Director, Project Involve; Associate Director, Artist Development; Senior Manager, Project Involve; Artist Development Associate, Nonfiction and Fiscal Sponsorship; and Artist Development Associate, Fiction (titles subject to periodic change), as well as seasonal hires and interns as appropriate
- Work with Director of Finance and Operations to create and maintain the annual Artist Development budget, making adjustments as necessary to meet expense and revenue goals

- Works with DFO and program directors to oversee contract administration for various organizational partnerships, corporate sponsorships, fiscal sponsorship grant agreements and other legal agreements when needed
- Collaborate closely with other leadership staff on strategy, initiatives, goals across various departments including Development, Events and Programming, Education and International and Membership
- Oversee and provide meaningful support to the Artist Development Staff as they execute their programs throughout the year (e.g., administering the call for entries for the filmmaker labs, evaluating script coverage and managing the selection process of finalists, scheduling guest speakers, hiring advisors, etc.)
- Work with the Development team to identify, cultivate, solicit and steward prospects and funders of the organization's artist development programs
- Work with Development and Marketing teams to ensure that funder obligations are met and reported on in a timely manner
- Work closely with Director of Marketing & Publicity to ensure the effective marketing of Artist Development programs as well as to ensure increased awareness of our Fellows
- Participate in regular Leadership meetings, Staff meetings, and other inter-departmental meetings as appropriate
- Produce Board reports for Artist Developments on a quarterly basis
- Work with Executive Office to ensure that Artist Development programs and growth are balanced and evolve to better serve filmmakers and to fulfill the organization's strategic plan
- Represent Film Independent at festivals, on panels and at other public facing events, including Fi Presents, Education and International Programs events.
- Organize work, prioritize, and delegate to meet deadlines, and make timely decisions with sound judgment

Other Duties:

Additional year-round responsibilities include:

- Actively research and explore partnerships that would enhance opportunities for Artist Development Fellows
- Work with Staff to produce the annual Talent Guide, listing all the fellows from the current year
- Produce budgeted Fellows receptions to build community among the filmmakers we support
- Other duties as assigned

Competencies and Expertise:

- A critical eye for good material and talented filmmakers
- Proven track record of ability to work with filmmakers in a nurturing yet critical manner
- Strong management and interpersonal skills. The ability to work as part of a team under pressure with all personalities at various levels and motivate others

- A passion for cinema, the arts, and/or independent film and a strong dedication to Film Independent and its values of inclusivity, diversity, and uniqueness of vision
- A self-motivated, creative individual with strategic thinking skills
- Excellent written and verbal communication skills, internal and external, and a professional presence
- The ability to plan and schedule projects, effectively manage time, and achieve results
- The ability to prioritize, delegate and meet deadlines
- A high level of initiative and enthusiasm and a bias for action
- A strong set of positive core values and principles, integrity, and personal ethics
- Experience in the entertainment, technology or media industries preferred
- Deep knowledge of film industry and/or independent film
- Willingness and ability to adjust to changing conditions or priorities
- Practical understanding of Raisers Edge
- A history of non-profit arts experience required
- Bachelor's degree required
- Legal authorization to work in the United States
- Resides in the Los Angeles area

Please send cover letter and resume to: jobs@filminddependent.org.