

Maryland Film Festival
Programming Associate

APPLICATION DEADLINE: Open until filled

WEB ADDRESS: <https://mdfilmfest.com/jobs/>

SCHEDULE: 30 hours/week

DEPARTMENT: Programming

COMPENSATION: Hourly at \$22/hour

RELOCATION ASSISTANCE: Not offered for this position

OVERVIEW

The Maryland Film Festival / SNF Parkway seeks an industrious and inventive film programmer to support the creation and production for all aspects of the year-round programming of the organization as it embarks on its 28th year. Reporting to the Artistic Director, the Programming Associate will assist the programming team in developing and presenting a robust slate of curated and guest curated film series, special events, performances, theatrical runs of films, moving image installations, immersive/multi-media experiences; and the critically acclaimed, 5-day international film festival. The Programming Associate will manage day to day production processes and interact with filmmakers, distributors, organizational partners, and the SNF Parkway's audience.

The ideal candidate will bring substantial knowledge and passion for films, moving image art and the networks that create and support them; experience in arts administration; knowledge of Baltimore's vibrant filmmaking community; enthusiasm for working with the public, excellent organizational capabilities; and a proven ability to collaborate with diverse stakeholders, both in and outside of the organization. The Programming Associate will have the opportunity to generate programs and contribute ideas for all programming initiatives.

The SNF Parkway strives to present a program reflective of the diversity of the city of Baltimore and to create a welcoming environment for all SNF Parkway staff, audiences, and artists. If you need an accommodation to complete the application due to a disability, please contact us at: jobs@mdfilmfest.com

PRIMARY RESPONSIBILITIES

Day to Day Programming Operations

- o Assist booking of films, print traffic, confirmation and arrangements for guest participation, and reporting for all programming
- o Research and update Programming Department trackers of new releases
- o Maintain database of artists, community partners, and festival alum
- o Attend meetings with collaborators and contribute ideas for developing programming
- o Assist in preparing materials for Development and Sponsorship efforts
- o Attend and manage programming events
- o Other duties as needed

Maryland Film Festival Duties

- o Track and manage festival submissions and assist communication with submitters and screening committee
- o Assist booking of films, print traffic, confirmation and arrangements for guest participation and reporting for all festival programs and events.
- o Assist selection of festival program and contribute to festival program content
- o Attend and manage festival events
- o Other duties as needed

Engagement and Community

- o Coordinate and attend community advisory council meetings
- o Assist gathering and reporting audience information
- o Assist marketing staff with materials for targeted outreach
- o Other duties as needed

REQUIRED SKILLS AND EXPERIENCE

- o The ability to develop constructive and cooperative working relationships with others; contributes a positive and collaborative spirit to the work environment
- o Excellent written and verbal communication skills, confidence in public speaking
- o A record as a proven multitasker capable of juggling numerous and distinct projects simultaneously
- o Strong attention to detail, high level of accuracy, and strong problem solving skills
- o Ability to work effectively with staff, board, artists, arts professionals, and the public
- o Computer skills including proficiency in Microsoft Office, Adobe Creative Suite, and cloud-based project management tools

- o Skilled in establishing priorities, coordinating multiple complex projects simultaneously, and meeting deadlines
- o Ability to work independently as well as closely with a small team
- o A flexible/versatile approach to ensuring every project's success
- o Passion for film and community-engaged art
- o Bachelor's degree in film history, humanities, arts administration, or related fields preferred
- o Some experience in the field, either at a similar organization or through independent practice

JOB CONTEXT AND WORKING CONDITIONS

- o Currently working remotely, post COVID position will be seated in an open office area with regular co-worker interaction
- o Must be able to sit for long periods of computer use
- o Regular evening and weekend hours as required

PHYSICAL REQUIREMENTS

There are no special physical requirements for this position.

CONTACT INFORMATION

Email cover letter, resume, and contact information for 3 professional references to jobs@mdfilmfest.com. No phone calls please.

The Maryland Film Festival does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

About the Maryland Film Festival
and the Stavros Niarchos Foundation Parkway Theatre

The mission of the Maryland Film Festival (MdFF) is to bring films, filmmakers, and audiences together in a friendly, inclusive atmosphere that reflects the unique aspects of our community,

while participating in and adding to the larger film dialogue across the country and across the world. Film for Everyone.

Founded in 1993 as the nonprofit Producer's Club of Maryland, the Maryland Film Festival (MdFF) presented cutting edge cinema from around the world for over two decades building a reputation as a filmmaker favorite. In May 2017, MdFF renovated and opened the SNF Parkway, a 1915 Renaissance Revival style theatre with the goal to provide year-round programming to Baltimore and the DMV region in alignment with its mission.

In the fall of 2018 MdFF adopted a five-year plan (2019-2023) to fully realize its role in Baltimore and the field as a respite for filmmakers, a world-class destination for cinema, and a stalwart advocate for the democratizing the power of story, as told through film, and expressed through each individual storyteller's voice. The SNF Parkway functions as a multi-disciplinary film, community, and education hub serving a broad cross-section of the Baltimore public and beyond. The SNF Parkway works to leverage the powerful assets of the Johns Hopkins University, Maryland Institute College of Art, and surrounding campus communities to function as a vibrant, regional nerve center for dialogue, discussion, and debate on the key issues of the day, with film as the central axis in broad public discussions. Through programming, education and community ventures, the SNF Parkway is establishing a year-round platform for all voices that are reflective of the diverse population of greater Baltimore and the nation.

Given the changes to the industry brought about by the pandemic, the org has amended and extended the strategic plan through 2025. The plan establishes the SNF Parkway as a socially-engaged, participatory mix of the best elements of a movie theater and museum – a place that harnesses the accessibility of moving images and the collectivity of cinema to support the liberatory consciousness and efforts of our communities. The Artistic Director has laid out an expanded model season that includes the addition of a moving image art exhibition program that activates spaces inside the Parkway, in the Station North neighborhood, and beyond.

Since 2017, the SNF Parkway has welcomed more than 140,000 moviegoers and screened 1,000 films from over 60 countries. MdFF has created a world-class cinema program with films from every era, region and genre, with a focus on supporting emerging filmmakers, and offering audiences an immersive new window into the art form. Many films and events are not offered anywhere else in Baltimore. The SNF Parkway is becoming a vibrant regional nerve center – a civic commons for great film, dialogue, emerging voices and innovators.

For more information about the SNF Parkway and MdFF, visit www.mdffilmfest.com.

