

SNF Parkway/Maryland Film Festival  
Programming Associate

APPLICATION DEADLINE: Open until filled

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

SCHEDULE: Full Time

DEPARTMENT: Programming

COMPENSATION: \$45,000-50,000 plus benefits

RELOCATION ASSISTANCE: Not offered for this position; position is located in Baltimore, Maryland.

#### 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 29th year. Reporting to the Artistic Director, the Programming Associate will assist the programming team in developing, producing, and presenting a robust slate of first-run theatrical titles, curated and guest curated film series, special events, moving image installations, 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, staff team members, 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 uniqueness and 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](mailto:jobs@mdfilmfest.com)

## PRIMARY RESPONSIBILITIES

### Day to Day Programming Operations

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

### Maryland Film Festival Duties

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

### Engagement and Community

- Coordinate and attend community advisory meetings and events
- Assist in gathering and reporting audience information.
- Assist marketing staff with materials for programming promotions and targeted outreach.
- Other duties as needed.

## REQUIRED SKILLS AND EXPERIENCE

- The ability to develop constructive, effective, and cooperative working relationships with others, including staff team, board, artists, arts professionals and the public; contribute a positive and collaborative spirit to the work environment.
- Previous experience programming a general interest slate of movies that is responsive to audience input and ticket goals, either at a similar organization or through independent practice.
- Excellent written and verbal communication skills, confidence in public speaking.
- Capacity and proven track record to manage numerous, distinct and complex projects simultaneously.
- Demonstrated strong attention to detail, high level of accuracy, and strong problem-solving skills.

- Computer skills, including proficiency in using Microsoft Office 365, Adobe Creative Suite, and cloud-based project management tools; experience with Salesforce or other CRM platforms a plus.
- Experienced in establishing priorities, and meeting goals and deadlines.
- Ability to work independently as well as closely with a small team.
- A flexible/versatile approach to ensuring every project's success
- Passion for film and community-engaged art
- Bachelor's degree in film history, filmmaking, humanities, arts management , or related fields preferred.

#### JOB CONTEXT AND WORKING CONDITIONS

- Currently working remotely, in 2022 the position will have a work station in an open office area with regular co-worker and partner interaction.
- Must be able to sit for long periods of time for computer use.
- 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](mailto: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 Stavros Niarchos Foundation Parkway Theatre & the Maryland Film Festival

The mission of the SNF Parkway Theatre, home 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) has presented cutting edge cinema from around the world for more than two decades and built a reputation as a filmmaker favorite. In May 2017, MdFF opened the SNF Parkway, a renovated 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, MdFF has reimaged and extended the strategic plan through 2026. The re-envisioned plan establishes the SNF Parkway as a socially-engaged, participatory mix of the best elements of a movie theater and an arts center – a place that harnesses the accessibility of moving images and the collectivity of cinema to support the liberatory consciousness and efforts of our communities. As part of the plan, the Artistic Director has laid out an expanded programming 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. The SNF Parkway/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.mdfilmfest.com](http://www.mdfilmfest.com).