

Job Description:

Pickford Film Center:

Founded in 1998 by a small group of film fans dedicated to making independent cinema available in far northwest Washington State, the mission of Pickford Film Center is to provide a forum and resource for independent cinema, strengthening community through education, dialogue and the celebration of film. Located in downtown Bellingham, PFC offers year-round, independent, foreign and documentary film, world class performing arts, repertory series and related special events, an annual documentary festival Doctober as well as programs for public schools, universities and community organizations. PFC currently has two screens in one venue and is actively pursuing finding a second venue.

Program Director:

This position holds an opportunity to shape organizational growth and sustainability while acting as a public advocate for the theatrical experience in the midst of a shifting distribution landscape. PFC seeks an individual who welcomes the evolution of the arthouse and who will commit to questioning outdated assumptions and unlocking opportunities for under-represented filmmakers and audiences alike.

The Program Director determines, in consultation with the Executive Director, the artistic and programmatic vision, curatorial priorities and possibilities for the organization. This individual must have extensive experience in and knowledge of the field from current trends and releases to film history, film criticism and journalism, arthouse programming and distribution. The Program Director is responsible for maintaining a high level of excellence for PFC's films and programs.

Desired Attributes:

- A joyous and consuming relationship with film and penchant for sharing your obsession;
- 3+ years of film curation experience and experience working with distributors;
- Stamina for a 365 day exhibition schedule;
- Ability to innovate, think creatively and take creative risks;
- Confidence in your aesthetic decision-making;
- Belief in and commitment to expanding the number of films by under-represented filmmakers that grace our screens;
- A talent for public convening, public speaking and conveying ideas;
- Excellent writing skills and an effective well-timed communication style;
- Respect for the deadlines and priorities of others;
- Proven ability to work with a variety of team members and diverse communities;
- The desire and ability to build and maintain a positive team dynamic;
- The ability to set and meet strategic priorities and operate within budget constraints;
- Have existing relationships with filmmakers and film distributors and the desire to cultivate more;
- Ability to keep track of a multitude of details and data in an accessible form;
- Ambition for yourself, Pickford Film Center and your coworkers.

- Ability to see the organization and programs from the audience and community perspective.

Expected Duties:

- Lead in selection of program content in a collaborative atmosphere with enthusiasm for programs.
- Select and schedule films for year-round regular programs working directly with distributors and/or a film booker.
- Maintain and develop industry relationships with distributors, studios, filmmakers and other programmers.
- Track current and upcoming film release schedules.
- Keep an eye on the competition.
- Determine on-going film series, special film series and series curators.
- Direct and curate Doctober, PFC's annual curated doc festival.
- Schedule series and festivals into the annual calendar.
- Liase with outside festivals and community programs that PFC presents.
- Communicate about upcoming programs with the rest of the staff.
- Meet regularly with various constellations of coworkers.
- Track ticket sales and box office daily activity.
- Act as a host for selected screenings, speak and lead conversations, about programs;
- Interact with the audience.
- Order marketing materials such as one-sheets and trailers.
- Assist Marketing Manager in developing ways to communicate excitement for and interest in PFC programming.
- Oversee content included in the weekly trailer.
- Support marketing for accuracy of content information
- Collaborate with Marketing on developing, preparing, assigning and writing film synopses as well as describing series and programs.
- Be the specialist for all film programming including international, regional, local, American Independent, documentary, performance, experimental and repertory content.
- Book films for series and special projects curated by others.
- Communicate regularly and directly with the PFC accountant to request distributor payments and assure that accounts are up to date.
- Watch a high volume of current films to ensure quality and creative programming in first-run programs.
- Watch and program historic and newly restored materials to maintain our connection with the history of film.
- Attend film festivals.
- Research and develop new programming ideas for first run, and specialty programs.
- Plan and execute panels, lectures, interviews and special guests to enhance PFC programming.

- Reach out to other cultural institutions, often in collaboration with Marketing.
- Adhere to the annual budget and program-specific budgets.
- Assist in developing the annual budget.

Current Duties also include:

- Collaborating with Tech/Facilities Manager on film screening times;
- Support Tech/Facilities Manager in tracking timelines and due dates;
- Edit, revise, or create institutional documents, grants, calendars, press releases, etc., on an as needed basis;
- Collaborate with local organizations to create programs or events;
- Attend networking and fundraising events as needed;
- Participate in technology acquisition decisions and keep abreast of industry changes;
- Monitor website for accuracy, redundancy and suggesting improvements.

Travel: PFC will support Program Director attendance at festivals for market awareness, programming, and networking with industry professionals. Annual schedule to be developed with annual budget.

**Position is full-time and reports to the Executive Director.
Compensation \$50,000 - \$60,000 + benefits.**