



Title: Education & Artist Services Manager

Reports to: Executive Director

Hours: 24/week

Compensation: \$23,000 for 12 month contract

Northwest Film Forum (NWFF) seeks a forward-thinking, community-oriented Education & Artist Services Manager (EASM) to oversee the day to day responsibilities of NWFF's adult education programs & artist services portfolio. This position is part of a growing education department that includes a Youth Programs Director and a newly formed position of Youth Education Manager. The EASM produces a diverse calendar of workshops for film and media makers at all stages of their development, cultivates community partnerships, manages a team of volunteers and interns, and connects artists with NWFF's services and resources. This contract position has strong possibility of becoming a permanent staff position.

About Northwest Film Forum

Northwest Film Forum incites public dialogue and creative action through collective cinematic experiences. Established in 1995 as a filmmaker collective, today Northwest Film Forum (NWFF) is a comprehensive film and media arts center with programs in education, artist support, and exhibition. NWFF presents hundreds of films, festivals, community events, multidisciplinary performances, educational workshops, professional development events, and public discussions each year. A comprehensive visual media organization, NWFF offers educational workshops and commissions artists to create new work. Artist services include access to space, gear, fiscal sponsorship, mentorship, and an edit lab. NWFF is well-positioned to build on our strong public programs and community partnerships, which include partner subtenants the Seattle Globalist, Longhouse Media, and Tasveer. Northwest Film Forum is a member-based organization.

Job Summary

The Education & Artist Services Manager (EASM) oversees education programs and artist services for adults. The EASM will bring a variety of management skills and experiences working with people, education, film/video/media production, technology, and organization. The right candidate will be passionate about connecting people with resources and each other, and will be adept at building relationships and staying organized. The EASM works with the Executive Director, Youth Programs Director, and Youth Education Manager on long-term goals and vision for education and artist services. The EASM oversees the workshop room, edit lab and gear cage. In addition to contribution to marketing and communications of programs, this position plays an important role in maintaining and building the organization's relationships in the community.

DUTIES & RESPONSIBILITIES

- Develop, schedule and produce a variety of film and media workshops that serve a range of demographics (e.g. professional level, cultural identities, creative approaches)

- With Executive Director, develop goals and track progress for program outcomes, student base, and budget, in alignment with strategic direction
- Manage the hiring, onboarding, orientation and expectations of workshop instructors; support instructors in curriculum development
- Maintain monthly and quarterly deadlines for confirming workshop calendar
- Manage processes for program evaluation, impact assessment, and analysis
- Hire and manage Education & Artist Services interns and volunteers
- Collaborate with Youth Education Manager and Youth Programs Director on administrative procedures and systems for student registration; occasionally participates in team collaboration on community partnerships; coordinate use of filmmaking equipment with youth programs
- Collaborate with Programs & Marketing Coordinator and Designer on marketing and communications for workshops and artist services, including copywriting, surveying students, delivering content for digital communications, community outreach, and program documentation
- Build and maintain relationships with peer organizations, educational institutions, partners; coordinate with partners on co-presentation and cross-promotion of programs, and calendar scheduling
- Provide insight and leadership on how NWFF can best meet the needs of film and media makers, by actively soliciting and listening to feedback from students and community members; incorporate feedback in program design and evaluation
- Maintain student and instructor records in CRM
- Inform students and artists about artist services provided by NWFF (fiscal sponsorship, edit lab, gear rental/access) and actively connect students and artists with potential mentors and collaborators
- Produce industry networking and professional development events as part of education calendar
- Assist in providing narrative content for grant applications; track and maintain information and records required for reporting
- Oversee management of edit lab and gear rental and access programs; maintain physical spaces/inventory and procedures for artist access to resources
- Occasionally act as a face of NWFF by speaking on panels and attending community events
- Coordinate with Community Programmer and Film Programmer on program alignment opportunities
- Participate on the Education & Outreach Board Working Group
- Contribute to a safe, equitable, accessible, collaborative, and creative work environment

QUALIFICATIONS, SKILLS & EXPERIENCE

- Experience or willingness to work with a diverse and constantly changing student base at all stages of professional and educational development
- Experience managing people or willingness to learn management skills
- At least three years of experience with program management, film/media production, and/or education; 4-year college degree or equivalent experience

- Awareness of industry trends and broad understanding of education best practices related to film, media, arts, and tech fields
- Passion for NWFF's [mission, vision, values](#) and programs
- Familiarity with film equipment in NWFF's inventory (DSLR cameras, basic audio gear, lighting equipment) and software (Adobe CC, Final Cut Pro) in NWFF edit lab; technical aptitude for troubleshooting software and gear issues
- Excellent interpersonal skills; high emotional intelligence and self-awareness; ability to build meaningful relationships with a variety of stakeholders; community-oriented; outgoing, energetic and perceptive
- Aptitude for thinking outside the box; willingness to experiment with new ideas for education in the media space
- Commitment to providing NWFF's resources to community members with limited access to media education
- Commitment to ongoing personal growth and professional development; commitment to racial justice and anti-oppression
- Strong organizational and time management skills; good at meeting and managing multiple deadlines; self-motivated
- Ability to prioritize effectively; flexibility; ability to handle multiple projects at once
- Ability to work flexible hours as necessary
- Familiarity with Google Drive/Docs
- Ability to teach workshops occasionally a plus (compensated through separate contract)
- Experience with Wufoo and/or basic html a plus
- Experience with member-based organizations a plus
- Experience with databases/CRMs a plus

NWFF is an open office environment. Both standing and sitting are required for long periods of time. High use of computers and filmmaking equipment is required.

Compensation

This is a contract position for 24 hours per week for 12 months, with strong possibility of becoming a permanent staff position eligible for health care benefits. Contract benefits include free entry to NWFF films and events plus one, free entry to Grand Illusion Cinema and SIFF Cinemas, and free popcorn at NWFF. Flexible work schedule; two regularly scheduled days/hours required. Remote work possible.

To Apply:

Please send cover letter, resume, and three references to Courtney Sheehan

(courtney@nwfilmforum.org) with "Education & Artist Services Manager" in the subject line.

Applications will be accepted through **February 1, 2018**. Intended start date in late February or early March. Northwest Film Forum is an Equal Opportunity Employer, and does not discriminate on the basis of race, ethnicity, color, gender identity, sex, marital status, sexual orientation, age, religion, immigration status, or any kind of disability. We are committed to working for racial and social equity in the workplace and throughout our organization. Applicants from historically underrepresented and minority communities including women, immigrants, people of color, and LGBTQ+ identifying people are highly encouraged to apply. Northwest Film Forum is a 501(c)(3) nonprofit organization.

