**PUBLIC CINEMA PROGRAMS MANAGER**

**Job Description**

SIFF’s mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

**OVERVIEW AND IMPACT:**

Reporting to the Artistic Director, the Public Cinema Programs Manager will conceptualize and supervise cinema screenings and audience engagement programs for SIFF year-round venues to better connect Seattle-area communities, SIFF, our mission and our films. This position will contribute to the organization’s overall strategic planning, our vision to expand the reach and impact of our programs to a broader and more diverse audiences and will collaborate with other staff on approaches to cinema promotions, theatre experiences, equity and social justice, community programs and partnerships, and other year-round fundamentals.

**PRIMARY DUTIES & RESPONSIBILITIES:**

**Public Program Management**

* Lead innovative programming through year-round on-and off-site screenings, community partnerships, and events, with an aim to more meaningfully connect SIFF programs to current and future audiences.
* Create programming strategies for calendar screens, a combination of new independent film releases, repertory programs, interactive events, and collaborations with outside organizations and artists.
* Create opportunities for audience engagement, including panel discussions, forum events, and filmmaker interactions.
* Be an active physical presence at cinema screenings, events, programs, and in the film community, including introducing programs, working with guests for screenings, and providing a resource for audience interaction.
* Manage Public Programs (such as VR Zone, WebFest, Documentary Grant) in collaboration with the leadership and programming/education team.
* Research and implement new programs by communicating with distributors, other ground-breaking exhibitors, and potential collaborators.
* Maintain a database of all programs, working directly with distributors/collaborators to negotiate costs and manage all in-house aspects of cinema bookings.
* Collaborate with the marketing department on strategies for cinema programs, including approaches to in-cinema marketing, advertising, printed materials, and social media.
* Copy-write all content for printed materials (such as monthly flyers, calendar, ad copy), as well as website and digital copy.
* In collaboration with Festival Programming Manager, have working knowledge of "mini-festival" programs.
* Participate in programming for the Seattle International Film Festival (May/June).
* Work with the Rentals Manager to maintain a balance of first run, calendar, SIFFSupports, and rental events in the cinemas.

**Strategic Planning**

* Actively seek, through diverse and unique programming, to bring in new audiences, develop meaningful connections, and work to create a place for communities and film art of all forms.
* Build program budgets, evaluating and re-calibrating programs as needed by assessing costs and benefits.
* Find creative ways to increase the profile of first run bookings and "eventize" new releases.
* Work with programming team on new programming opportunities and brainstorm ways to interweave programs with development, marketing, education, and other departments.
* Increase audience retention and enthusiasm by finding opportunities to combine cinema programming with membership benefits, value added promotions, and other loyalty programs.
* Work with Operations team on ways to continually improve the patron experience and general year round operations.

**Administrative**

* Work with the Cinema Coordinator to set weekly showtimes and confirm and share information across the organization, as well as to film listing services.
* Work with the Programming Coordinator and Marketing team to ensure delivery of promotional materials.
* Manage the Cinema Program Intern.

Other duties as assigned

**QUALIFICATIONS:**

* Knowledge of film exhibition practice, ideally gained through experience programming at a cinema, museum, festival, or film archive
* Experience working directly with meaningful and equitable community partnerships and audience engagement initiatives
* Knowledge of commercial film distribution, including familiarity with specialty distributors, studios and archival collections
* Intellectual curiosity, creativity, and enthusiasm for bringing distinctive film and video programs to a broad public in accessible ways
* Strong time management, organizational and multi-tasking skills; able to set priorities and meet deadlines as well as work independently and with minimal supervision
* Proven project management skills with the ability to take a project from conception through completion
* Excellent oral and written communication skills
* Ability to collaborate internally and externally, and cultivate strong relationships with community partners, donors, and colleagues
* A positive and professional attitude with strong diplomacy skills and professionalism; this includes the ability to maintain confidentiality and discretion at all times
* Ability to work effectively on cross-functional teams in a shared office environment
* Knowledge of Mac OS and MS Office, Filemaker, Google mail, calendar, and Drive, and Adobe Acrobat. Able to learn new programs for website interface and ticketing systems
* Experience with non-profit arts institutions desirable

**COMPENSATION:**

* Full time exempt with benefits and vacation package. Salary available upon request.

**TO APPLY:**

Email a letter of interest and resume to [siffjobs@siff.net](mailto:siffjobs@siff.net) indicating **Public Cinema Programs Manager** in the subject line.

*SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applicants with equal opportunity in all aspects of the employment relationship.*