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Cinema/Chicago is a year-round, nonprofit cultural and educational organization dedicated to fostering better communication between people of diverse cultures through the art of film and the moving image.

www.chicagofilmfestival.com

Education Programs Manager

Status: Year-Round Core Staff

Department: Education Programs

Reports to: Artistic Director

JOB DESCRIPTION

The Education Programs Manager will oversee all aspects of Cinema/Chicago's year-round Education Program including: the Education Screenings Program during the Festival and throughout the academic year; CineYouth Festival; Education Advisory Committee; and Student Film Council. The Manager will also be responsible for searching out and applying for arts education-related grants and working with the development team to find support for the various education programs.

The Education Programs Manager will be a key member of the core year-round staff of Cinema/Chicago. As such, they will participate in overall organizational strategy with a focus on Education Programs development. They will also contribute in various ways to support the year-round events and programs of the organization, including but not limited to the Film Festival, Gala, Summer Screenings, etc.

A list of the Education Programs Manager's duties and responsibilities is below.

Manages Education Screenings Program

- Programs and secures films for monthly education screenings throughout the academic year.
- Works with programming department to select Festival films for weekday education screenings during the Festival.
- Develops Study Guides for education films.
- Secures post-screening discussion participants and moderators.
- Makes all logistical arrangements for screenings, including inviting schools, confirming classroom attendance, and arranging school buses and volunteer support.
- Evaluates screenings program, including soliciting and evaluating teacher and student feedback.
- Develops network of and maintains relationships with CPS educators, teachers, principals.

Programs and Directs all aspects of CineYouth Festival

- Organizes entries process, including the production and dissemination of Call for Entries and processing of entries as they come in.
- Develops and maintains network of after school programs, youth media programs, film schools, etc. to ensure submissions.
- Programs films and communicates with filmmakers.
- Secures Opening Night film.
- Organizes all parallel CineYouth activities, including filmmaker development workshops, Film Challenge, Pitch, Networking Breakfast, etc.
- Makes all logistical arrangements for screenings, workshops, and pitch, including securing venues, teaching artists, panelists, and equipment.
- Provides all content for the CineYouth Program Book and website and works with graphic designer and marketing team on production of marketing and web materials.
- Secures partners for awards and events.

Manages Education Advisory Committee

- Runs monthly meetings to solicit ideas and feedback for Education Screenings and CineYouth.
- Engages Advisory Committee Members in Education Program and other Cinema/Chicago events.
- Expands Advisory Committee to include key community members.
- Seeks support for CineYouth (ideas, logistics, sponsorships).

Manages Student Film Council and Community Partnerships

- Re-evaluate Student Film Council Program (SFC), mission, and activities
- Develops SFC to better integrate and align the program into Cinema/Chicago's mission and activities and provide mentorship for Council members
- Oversees applications and interviews for SFC membership
- Plans and oversees monthly activities of SFC
- Develops and Maintains Community Partners to grow and strengthen all aspects of Student Film Council

Grants and Development

- Seeks out and writes grants to support all aspects of the Education Program and its development
- Works with Membership Manager and/or Development team to cultivate and secure sponsors and donors for the Education Program

Programming

- Serves as a screener for the programming team over the summer, reviewing entries, making recommendations, and participating in programming meetings.
- Introduces films and moderates Q&As during the Film Festival in October.
- Writes synopses, notes, etc. for programmed films.

Additional Duties

- New program development and current program evaluation.
- Provides and regularly updates Education Program content for website, newsletters, social, printed brochures, Festival materials, etc.
- Reports program updates to Governing Board and staff.
- Supports Cinema/Chicago year-round activities where/when needed.

Opportunities

- Arts Education-related professional development courses.
- Arts Education-related network building.

Minimum Requirements

- Legal authorization to work in the United States
- Bachelor's degree
- Three years of non-profit arts education experience
- Background in cinema and knowledge of film culture
- Strong computer skills, with good knowledge of MS Office and Google Suite (Mail/Calendar/Drive)
- Experience and demonstrated ability to work with middle and high school students
- Excellent oral and written communication skills
- Strong time management, research, and organizational skills
- Ability to work independently with minimal supervision, as well as in a team environment

Please send cover letter and resume to Vivian Teng, Managing Director, at jobs@chicagofilmfestival.com by February 15. No calls please. Qualified candidates will be contacted by February 20 for an interview.