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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 Program Manager

Status: Year-Round Core Staff

Department: Education Program

Reports to: Artistic Director

The Education Program Manager oversees 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 works with program participants and other stakeholders to understand their needs and to ensure effective programs, participant learning and engagement.

The Education Program 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. The Manager will 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. They will also contribute in various capacities to support the year-round events and programs of the organization including but not limited to the Film Festival, Gala, and Summer Screenings.

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

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 analyzing teacher and student feedback.
- Develops network of and maintains relationships with CPS educators, teachers, principals.

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 raise the festival profile.
- 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.
- Develops Advisory Committee to include key community members.
- Seeks support for CineYouth (ideas, logistics, sponsorships).

Student Film Council and Community Partnerships

- Re-evaluates Student Film Council Program (SFC) mission and activities for 2020-2021 academic year
- Develops SFC to better integrate and align the SFC program into Cinema/Chicago's mission and activities
- Provides mentorship for SFC members.
- Oversees applications and interviews for SFC.
- Plans and oversees monthly activities of SFC.
- Develops and Maintains Community Partners to grow and strengthen all aspects SFC.

Grants and Development

- Seeks out and writes grants to support the Education Program and its development.
- Works with Development team to cultivate and secure sponsors and donors for the Education Program

Programming

- Serves as a screener for the programming team, 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.
- Regularly updates Education Program content for website, newsletters, social, printed brochures, Festival materials, etc.
- 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 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

Organizational Culture and Benefits

Each staff member is expected to be a team player, self-motivated, and committed to an atmosphere of respectful, honest, and open communication. The work environment is one of high energy, high activity, and mutual support. Cinema/Chicago provides opportunities for learning and professional development and a gratifying work experience.

Salary range is dependent on experience plus benefits which include health insurance, sick/vacation leave, and ongoing professional development.

Cinema/Chicago is an equal opportunity employer and seeks a diverse pool of candidates in all of its searches.

To apply

Please send in a single PDF labeled with your first and last name to Vivian Teng at jobs@chicagofilmfestival.com:

- A cover letter explaining why you're interested in the job and working with our team.
- A resume listing relevant skills and experience.
- A list of three references, complete with phone number and email address. References will not be contacted without your prior consent.

Only complete applications will be reviewed. No phone calls, please. Deadline to apply: May 31, 2019. **Qualified candidates will be contacted by June 12 for an interview.**