



# The Chicago International Film Festival

**POSITION: Chicago Industry Exchange (CIX) Programs Manager**

**DEPARTMENT: Industry**

**TYPE: Contract**

**START DATE: July 2022-October 2023**

This is a year-round part-time contract position, with full-time commitment running mid-Sept to mid-October.

## **Position Summary**

The Chicago Industry Exchange (CIX) Programs Manager will oversee, implement, and manage the activities of the Chicago International Film Festival's year-round Chicago Industry Exchange (CIX) programs in collaboration with senior programming staff.

## **Primary Responsibilities**

CIX entails three main components: (1) **Industry Days**, a 4-day conference, held during the Chicago International Film Festival, composed of panels, conversations, roundtable discussions with decision-makers, and one-on-one meetings between Festival filmmakers and the U.S. industry; (2) **CIX: Lab**, a development lab for diverse voices and underrepresented filmmakers in the region (up to 5 teams), held quarterly across the year, along with bi-monthly Zoom meetings or as needed; (3) **Public-Facing Industry Events**, community-building industry events involving a series of public panels, master classes, and conversations throughout the year, held in conjunction with the Lab.

## **Primary Duties**

- Organize and schedule all Industry Days events, including conversations, industry meetings, and guest speakers, programmed in collaboration with senior programming staff
- Execute Industry Days with the support of Industry Days Coordinator
- Oversee CIX: Lab and organize, schedule, and coordinate quarterly lab sessions.
- Coordinate guest speakers for year-round events, in collaboration with senior staff.
- Attend Industry-related meetings throughout the year (online and/or in person).
- Coordinate Chicago Industry Exchange Advisory Committee and strategic partners, including inviting committee members, scheduling and running committee meetings, and engaging the committee to increase local stakeholder engagement with CIX events.
- Communicate details of all public-facing events with marketing and publicity departments.
- Solicit and Manage industry partnerships with media organizations and film schools.

### **Experience/Skills Required:**

- Ideal candidates will have at least two years of experience in and strong familiarity with the film and television industry and strong connections to industry professionals
- Strong oral and written communication skills
- Familiarity with Google Suite and MailChimp an asset
- Detail-oriented, organized, and highly motivated
- Strong time-management and multitasking skills
- Ability to work as a part of a team and calmly under pressure
- Strong interpersonal skills

### **Organizational Background**

Cinema/Chicago, the non-profit 501(c)3 presenting organization of the Chicago International Film Festival, enriches the community through year-round programming devoted to international and independent cinema. We strengthen communication and inspire empathy among people of diverse cultures through artistic, educational, and creative development programs that promote discovery and discussion and inspire new visions of our shared future.

### **Philosophy / Organization Values**

Cinema/Chicago believes in creating connection and empowering community through transformative cinematic storytelling and has **four core values: Dedicated:**

We provide a shared cultural experience of the highest quality, pledging to excite, provoke, enrich, and entertain our audiences; **Respectful:** We honor the dignity of every human by embracing a wide variety of identities and perspectives in the films we showcase, the work we do, and the ways we collaborate, **Adventurous:** We are curious, facilitating encounters with a broad range of ideas and cultures, inspiring the exploration of new horizons in cinema; **Accessible:** We believe in a shared celebration of cinema, eliminating barriers to participation and inviting everyone into a transformative, communal experience.

Applicants should send a cover letter and resume to Vivian Teng, Managing Director, at [jobs@chicagofilmfestival.com](mailto:jobs@chicagofilmfestival.com). No calls please. Qualified candidates will be contacted for an interview.

Cinema/Chicago and the Chicago International Film Festival is an equal opportunity employer. At Cinema/Chicago, we value all employees and job candidates as unique individuals, and we welcome the variety of experiences they bring to our organization. As such, we have a strict non-discrimination policy. We believe everyone should be treated equally regardless of race, sex, gender identification, sexual orientation, national origin, native language, religion, age, disability, marital status, citizenship, or any other characteristic protected by law.

If you are a person with a disability and require accommodation and/or assistance during the application process, please contact us in advance at [jobs@chicagofilmfestival.com](mailto:jobs@chicagofilmfestival.com) or 312-683-0121 x115. We strive to provide reasonable accommodations whenever requested.