

## Miami Film Life Center Program Manager

Job Posting Period:

February 1-March 15, 2013

Send resumes to [info@miamifilmlifecenter.org](mailto:info@miamifilmlifecenter.org)

The Program Manager is responsible for the overall administrative, financial, and programmatic operation of the Miami Film Life Center ("Center"). The Center's mission is to enhance awareness and accessibility of cinema and the filmmaking process to the residents of the Southeast Overtown/Park West Community Redevelopment Area ("Redevelopment Area"). The Center also serves as a resource for residents of the City of Miami seeking training and networking opportunities in the film industry.

The Program Manager supervises all staff in furtherance of the Center's goals and objectives. Additionally, the Program Manager is responsible for overseeing the Center's budget, project accounting, and identifying additional revenue sources for the continued operation of the Center. The Program Manager will work closely with Film Life, Inc. in carrying out the goals and objectives of the Center.

### DUTIES AND RESPONSIBILITIES:

- Oversee development, implementation and enforcement of policies and procedures regarding personnel, financial and program administration and planning.
- Identify, secure and manage funding for the Center, including application for public and private revenue sources for the continued operation of the Center.
- Develop promotional content, training and outreach materials, newsletters, press releases, reports and other publications.
- Oversee all administrative activities including, but not limited to: conducting regular staff meetings; negotiating and managing all service contracts and grants; attending meetings with public and private entities; and preparing progress reports for all funding public and private sources.
- Develop long-range planning, policy development, fundraising events, and other activities
- Develop and maintain a list of film industry related resource documents and databases to be made available at the Center.
- Develop an educational program curriculum to be offered through the Center.
- Work with Film Life to develop and implement a membership drive marketing plan to establish a membership database at the Center.
- Identify film related opportunities for registered members of the Center.

- Provide professional guidance to those registered members of the Center interested in film distribution marketing and contract negotiations.
- Plan, coordinate and implement film screening networking events.
- Plan, coordinate, and implement workshops taught by industry professionals with significant experience in the subject matter class.
- Work with Film Life to develop and implement a strategic marketing plan to attract local and out-of-state production entities to participate in the CRA's Film Training Institute providing on-the-job training opportunities on active production sets.
- Work with Film Life to provide technical assistance to the CRA in the crafting of legislative policies to create incentives that will attract film production to the City of Miami and the Redevelopment Area.

#### REQUIRED SKILLS:

- 8+ years of experience in multi-national not-for-profit development, including 3+ years in a leadership position.
- Strong attention to detail, and excellent communication skills, both written and verbal.
- Organized and diligent in pursuing public and private partnership funding opportunities.
- Ability to manage multiple projects and deadlines.
- Experience working with fundraising database management systems, such as Common Ground and Convio.
- Ability to navigate complex situations.
- Ability to exercise sound judgment and operates with a high level of personal responsibility, optimism and entrepreneurialism.
- Ability to meet objectives by efficiently managing others.

#### EDUCATION:

Bachelor's Degree in film or communications, or combination education and related job experience, as described above.

#### SALARY:

Salary Range: \$45,000-\$58,000. Additional Compensation Details: Salary is commensurate with experience. Benefits include medical and dental plan, prescription plan, vision care discount program and continuing education. Additional benefits include eleven (11) paid holidays per year.