



Program Coordinator

About the Organization

Women In Film is a non-profit organization dedicated to promoting equal opportunities for women, encouraging creative projects by women, and expanding and enhancing professional development and sustainability for women in all forms of media. Founded in 1973, Women In Film advocates for and advances the careers of women working in the screen industries – to achieve parity and transform culture.

About the Position

We seek a full time **Program Coordinator** to support the Programs team (Director of Programs, Manager of Programs, and Manager of Public Programs) in implementing the following WIF Programs: speaker series, screening series, mentoring, film finishing grants, production program, INSIGHT, scholarships, episodic/feature writing labs and additional programs.

Responsibilities are as follows:

- Coordinate application processes for all submission-based programs: mentoring, film finishing fund, production program, labs
- Support the Manager of Programs with juror and advisor recruitment for all submission-based programs
- Maintain timeline and support Programs team in staying on-task and on schedule
- Coordinate logistics and paperwork for productions within production program, including vendor contracts, insurance, and guild agreements
- Coordinate logistics with panelists and special guests for public programs, speaker series and screening series
- Support scholarship recipient tracking, membership, and documentation
- Secure program space and event needs with Manager of Operations and Events
- Manage systems to track the success of fellows and impact of programs, and provide regular reports of alumni news and needs for Programs team
- Support Director of Programs with scheduling and partnering opportunities
- Answer phones and support work events as needed
- Undertake other projects and duties as assigned by team leadership

Qualifications:

- Minimum of two (2) years working in a support role for an arts organization or entertainment company
- Knowledge of historic and contemporary female writers, directors and producers in film, television and/or media
- Microsoft Office and Google suite proficient; Adobe Creative Suite, design, database experience a plus
- Experience selecting fellows for labs, grants or other programs and/or experience in the programming department at a film festival or other media organization a plus
- Production experience a plus

- Strong verbal and written communication skills
- Excellent prioritization and organizational skills, including attention to detail while not losing sight of the big picture
- Ability to take initiative, be creative, work well independently and as part of a team
- Ability to work nights and weekends as needed
- A genuine interest in Women In Film's mission and a commitment to achieving parity in the entertainment industry.

This is a full-time/non-exempt position, Monday through Friday, though weeknight and weekend hours may be required.

Hourly rate: \$20-\$22/hr, depending on experience

Please send resume, cover letter via email only to jobs@WIF.org with "**Program Coordinator Applicant**" in the subject line of your email. No phone calls please.

Learn more about the organization at www.WIF.org

WIF is an equal opportunity employer. WIF strongly believes in the strength of diversity and therefore, actively encourages applications encouraging people of any race, color, sex, national origin, religion, age and ability to apply for positions.