



Senior Events Manager

About the Organization:

Founded in 1973 as Women In Film, Los Angeles, WIF advocates for and advances the careers of women working in the screen industries, to achieve parity and transform culture. We support women and people of marginalized genders in front of and behind the camera and across all levels of experience. We work to change culture through our distinguished pipeline programs; we advocate for gender parity through research, education, and media campaigns; and we build a community centered around these goals. Membership is open to all screen industry professionals, and more information can be found on our website: wif.org.

About the Position:

The **Events Manager** oversees programming designed to foster community, promote relationships, showcase thought leadership and build the WIF brand. In addition, this position works closely with the development team to produce events that raise funds and grow mission stakeholderhip from corporate partners, major donors, members and the public. This includes public facing as well as member-only events and screenings. They will also produce executive level cultivation events, geared toward mid-career and senior level members and prospective members. This position reports to the Director of Operations and co-manages the Events and Operations Coordinator.

Responsibilities:

Special Events

- Liaise with outside event producer for annual fundraising and PR events to include: WIF Honors, Oscar Party.
- Produce one off events including 50th Anniversary Launch and 50th anniversary screening series.
- Oversee talent asks and talent management (hair/makeup, dressing, transportation & wrangling).
- Oversee invitation process and guest lists.
- Work with Dir. Operations on insurance and safety needs.
- Work with Dir. Operations on budgets and contracts.

Public Programs & Member Events

- Collaborate with Marketing/Communications and Programs teams to design a strategic and quality slate of in person and virtual public offerings that may include panel conversations, networking events and/or a member summit.

- Program and implement screening opportunities during Oscar and Emmy award season and throughout the year including film research, PR outreach, and scheduling talent and moderators for talkbacks.
- Design and curate in person executive level events for cultivation and community engagement.
- Work closely with Marketing/Communications to manage creative assets, book photographer/videographer, archive photo/video and archive other digital and physical materials (invites, program books).
- Events tasks include: booking venues, procuring food/beverage, overseeing invitation and RSVP process, securing talent/guests, coordinating film screenings, managing tech needs and activating sponsor benefits.
- Other duties as assigned by Director of Operations.

Qualifications:

- At least three years experience at the manager level working in events, film festival production, film/TV production or related field is required.
- Experience curating screenings and panel conversations is required.
- Deep knowledge and affinity for film and television required; knowledge of women, nonbinary and underrepresented filmmakers strongly preferred.
- Current relationships within film/television creators and business executives as well as PR representatives required.
- Ability to design project management systems that are well organized and result in tasks being completed effectively, on time and with attention to detail.
- Excellent written and verbal communication skills as well as computer literacy to include: Google Suite, Microsoft Office, Project Management software (Monday.com), Slack, MAC proficiency preferred.
- Self-starter with an ability to work with or without director supervision.
- Ability to think strategically, problem solve and respond to rapidly changing situations.
- Ability to relate, establish and cultivate respectful relationships with people from a diversity of backgrounds and identities.
- Have demonstrated success working as part of a team; ability to work effectively and harmoniously with members and employers.
- Ability to lift 35 pounds. Driving is required for this position and all candidates must have a current driver license.
- A commitment to WIF's mission.

This is an exempt/Full-Time Year-Round position, Monday through Friday, though weeknight and weekend hours may be required.

WIF is an equal opportunity employer. WIF strongly believes in the strength of diversity and therefore actively encourages applications from women, gender non-conforming people, people of color, LGBTQ+, and any qualified person who supports WIF's mission.

Compensation: Salary range \$75k-\$85k benefits include medical, dental, 403B (retirement), vacation time, sick time and holidays.

Interested candidates please submit resume and cover letter to jobs@wif.org with subject line "Senior Events Manager Applicant."