Citizen Jane Festival Director

The Citizen Jane Institute at Stephens College is hiring a Festival Director to oversee the 4-day Citizen Jane Film Festival held every fall, now in our 9th year. We also program a film series throughout the academic year in partnership with the Digital Filmmaking Program at Stephens College, and a Filmmaking Camp for young women in the summer. We are hiring a full-time festival director to oversee these activities.

Job Title: Citizen Jane Festival Director
Reports To: Vice President of Academic Affairs
Position is a year-round, full-time staff position

About Us:
The Citizen Jane Institute at Stephens College is a Midwestern partner in the fight for gender equality in the film industry. It includes the Citizen Jane Film Series that dates back to 2006, a filmmaking camp for girls in the summer, and an internationally known film festival held every fall. The festival screens narrative, documentary and short films and hosts panel discussions and workshops on filmmaking. We currently screen 13-15 feature films and 7 shorts programs at our festival. We focus on independent film by independent women and showcase diverse female filmmakers working in all stages of their careers. We are part of a larger network of organizations, partnerships, and festivals working to create more opportunities for women in the film industry. Our mission is to build a network of female filmmakers that extends beyond our festival, creating more opportunities for women in the film industry.

Description of the Position:
The Festival Director plans, oversees, and manages all aspects of CJFF, a 4-day long annual film festival in Columbia, Missouri. The festival director is responsible for: the artistic quality of CJFF; building relationships with the local community and college community that hosts the festival; making sure the events and films are well attended; and overseeing the operations and financial success and stability of the festival in the short and long term. The director must have a passion and commitment to women and film, all in the environment of a women’s college committed to creating more opportunities for all women and the education of women.

Primary Responsibility:
The Festival Director is responsible for developing a film festival that is self-sustaining. This will require strategies for increasing attendance, and planning and executing a funding and sponsorship plan. Measurements for gauging success must be set and managed, as full accountability is required each year.

Duties and Responsibilities:
• Festival Management and Operations: Establish a plan, vision, timeline and schedule for the smooth management of a festival, and ensure all deadlines are met.
• Budget: Establish and maintain the Citizen Jane budget, all financial paperwork, and other administrative tasks related to payment of invoices, stipends, and contributions. Establish goals for the future and prepare reports.
• Oversee Staff: Recruit, train, and organize seasonal staff, volunteers, students, and interns.
• Fundraising: Work closely with Stephens College Office of Institutional Advancement and Initiatives Office in creating a strategic fundraising plan for CJFF including grants,
sponsorships, donations, in-kind sponsorships and donations, and fundraising events.

- **Sponsorship Coordination:** Research, create and maintain partnerships with sponsors and oversee sponsorship relationships.
- **Hospitality & Travel:** Oversee the coordination of guest filmmaker travel and hospitality while at the film festival, and managing a filmmaker liaison team.
- **Programming:** Oversee all aspects of programming the festival, both in curating and administrative roles, and working with volunteer screeners and outside distributors.
- **Filmmaker and Film Relations:** Stay current on trends and issues in the independent film industry and build and maintain professional relationships with filmmakers, representatives, and groups in the film industry.
- **Publicity & Marketing:** Develop and oversee a strategic PR and marketing plan for the festival and collaborate with the Marketing and Communications Department at Stephens College. Oversee all PR and marketing materials including website, print, and social media. Maintain a contact database of attendees and filmmakers.
- **Publications and Graphic Design:** Oversee the production of the festival program, printed schedule, online program and schedule. This includes writing copy, coordinating advertising, and working with graphic designer and printer.
- **Box Office/Ticketing:** Oversee the management of ticketing, box office sales, passes for all guests, and software systems for scheduling and passes.
- **Outreach:** Work closely with Stephens College community, Columbia community, and regional communities to create partnerships and increase attendance at film festival and events.
- **Venue/House Management:** Secure venues for screenings and events and oversee the management of venue operations. Maintain relationships between venue owners and Stephens College/CJFF and maintain and negotiate contracts.
- **Technical Management:** Oversee Tech Director and Tech Team and make critical decisions needed for projection and production of festival events, screenings, and film events.
- **Special Events:** Organize resources necessary and ensure successful special events for Citizen Jane activities, receptions, and fundraisers.
- **Festival Advisory Board:** Communicate all activities with the CJ Advisory Board and work with board to help integrate activities with needs of the Digital Filmmaking Program and Stephens College, as well as use their resources to make Citizen Jane successful.
- **Citizen Jane Film Series:** Program 3-4 Citizen Jane Film Series for the Digital Filmmaking Program during the academic school year.
- **Camp Citizen Jane:** Organize and direct a hands-on filmmaking camp for high school women during the summer using the Stephens College Digital Filmmaking resources, integrating their work with the youth media program at the festival in the fall.
- **Teach:** Be able to work with college students, teaching practical skills on building a community film festival, identifying their skills and background experiences to help train future leaders in festival management and leadership.

**Requirements:**
- A Master’s degree in a related field is preferred (Film, non-profit arts management, publishing, media).
- 4-5 years leadership with increasingly responsible professional and operational experience with a film festival
- Experience programming films or curating films for a festival, film series, or media outlet
The Successful Candidate Will Have:

- Excellent organizational, office management, and interpersonal skills
- Demonstrated ability to meet deadlines
- Excellent oral, written, and communication skills, including the ability to proof-read, and edit documents
- Demonstrated ability and knowledge of website maintenance, online newsletters, and all social media platforms
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- Demonstrated success dealing with the public and ability to represent the festival and Stephens College with tact and respect in a variety of situations
- A creative thinker and visionary willing to work with a team to make Citizen Jane successful
- Ability to work outside normal business hours when necessary and attend community events to represent Citizen Jane and Stephens College.
- An understanding of a women’s college and academic structure, and a willingness to collaborate with programs, departments, students, faculty and staff to help Citizen Jane support Stephens College activities and vice versa.

Stephens College offers excellent benefits, including vacation/holiday/sick pay, health/dental/life insurance, tuition waiver and College-paid retirement plan.

To apply: Complete the Stephens College application and then submit a resume, a list of five references with contact information, and a cover letter that describes how the applicant’s qualifications and experience align with the job description to humanresources@stephens.edu.

The successful candidate must pass a criminal background check.

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