



POSITION DESCRIPTION / **PROGRAMMING & HOSPITALITY MANAGER**

ABOUT FRAMELINE

Frameline's mission is to change the world through the power of queer film. As a media arts non-profit, Frameline's programs connect filmmakers and audiences in San Francisco and around the world. Frameline's integrated programs provide critical funding for emerging LGBTQ+ filmmakers, reach hundreds of thousands with a collection of more than 250 films distributed nationally, and create an international stage for the world's best queer film through the San Francisco International LGBTQ+ Film Festival and additional screenings and cinematic events.

THE POSITION

The Programming and Hospitality Manager is responsible for direct administrative support to the Programming Department, which encompasses the annual San Francisco International LGBTQ+ Film Festival (Frameline44, June 18–28, 2020), the Filmmaker Support program, and all other non-Festival exhibition programs and projects. For the Film Festival, the position also oversees all aspects of Filmmaker Hospitality and Guest Services, excluding VIP travel arrangements and handling. In addition, the position is responsible for the supervision of the Hospitality Assistant & Programming Interns.

Reports to:	Director of Exhibition & Programming
Salary:	\$35,000
Status:	Temporary
Schedule:	November 4th, 2019 – December 1st, 2019 (50% time) December 2nd, 2019 – June 30th, 2020 (full-time) July 1st, 2020 – July 17th, 2020 (50% time)

QUALIFICATIONS

- Knowledge or interest in LGBTQ+ Film/Cinema
- Familiarity with LGBTQ+ communities, issues, politics with a strong commitment to diversity and serving underrepresented communities
- Familiarity with event/film festival operations
- Effective communication, interpersonal and organizational skills
- Ability to work independently as well as part of a team
- Detail-oriented and demonstrated attention to accuracy
- Responsive to unpredictable workflow and hours
- Positive and gregarious demeanor, energetic, good-natured
- Familiarity with hospitality industry helpful
- Ability to adapt to changing priorities and respond to shifting needs

- Demonstrated ability to manage multiple tasks, meet deadlines, and work within a budget while maximizing low/no-cost resources
- Fluency in Macintosh-based applications including MS Office, Filemaker Pro and Adobe Creative Suite
- Flexible, creative, and able to thrive in a fast-paced environment while maintaining a sense of humor

DUTIES AND RESPONSIBILITIES

FILMMAKER SUPPORT

- Coordination of sample screeners and materials for Programming team
- Participate in viewing and creation of long list, short list
- Communication with filmmakers and producers
- Completion Fund admin as assigned by Director of Exhibition & Programming, and assist with facilitation of Completion Fund jury meeting

FESTIVAL ADMINISTRATION & DATABASE MANAGEMENT

- Serve as liaison to Festival Database developer and FilmFreeway
- Oversee the distribution of the Festival Entry Form and FilmFreeway Call for Entries
- Responsible for organization, maintenance, and updating of Festival Database, files and the inputting and integrity of the data entry (main source for the content of the Festival catalogue and website)
- Design documentation/training materials and lead staff trainings on Festival Database
- Communication with filmmakers, distributors and other industry contacts
- Manage the processing, data entry and cataloguing of all Film Festival entries, research films and related film materials including preview screeners, photos, press materials, and posters
- Manage pre-screening efforts ensuring all submissions are viewed for consideration in a timely manner
- Coordination of screeners and materials for Screening Committees and guest curators
- Assist with all aspects of programming the festival including tracking, soliciting, screening, curating, securing and scheduling films
- Make thoughtful recommendations to the programming team for curatorial and selection purposes
- Conduct program introductions and lead Q&A sessions with attending filmmakers, talent, and subjects. Depending on experience
- Work with Festival Publications Manager in preparation of data and proofreading of select catalogue copy and images

GUEST SERVICES & HOSPITALITY

- Processing of guest accreditation forms and maintenance of guest records in Festival Database
- Coordination of home-stay program

- Supervise and train Hospitality Assistant and Programming Interns
- Assembly and distribution of guest info packets and badges
- Coordination and management of operation of Guest Services
- Coordinate schedules and duties for volunteer Hospitality Hosts and Theatre Hosts
- Set up and manage Green Room at Castro Theatre
- Attend daily meetings with Film Festival staff
- Complete post-Film Festival written wrap report
- Other duties as assigned by Director of Exhibition & Programming

TO APPLY:

Please send cover letter and resume via email to:

Storm Lee, Operations & Systems Manager

slee@frameline.org

Subject: Programming & Hospitality Manager Search

Application Deadline: October 1, 2019

Early applications encouraged. No phone calls, please.

Frameline is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Frameline strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.