

WOMEN'S VOICES NOW

Programs Manager

[Women's Voices Now](#), a 501(c)3 non-profit organization, connects filmmakers, activists, and decision makers dedicated to guaranteeing women's and girls' full access to their political, economic, and civil rights. WVN promotes, produces, and shares social-change films that move audiences from empathy to action on women's and girls' rights issues, bridging the gap between filmmakers and agents of social change.

Position Purpose

The Programs Manager oversees execution of WVN Programs (online and on-the-ground) and/or outsources tasks within based on resources available and skill-set level. Programs Manager provides input on direction and development of programs, ways to improve or to innovate new programs as per the capacity of the organization. This includes a deep familiarity with WVN partnerships to be creative and innovative on programs to fulfill the WVN mission and to stand out/be ahead of the game in the field. This role may manage seasonal jobs associated with the Film Festival such as a Festival Coordinator or Programmer, and Media Trainers for Girls' Voices Now.

Job Type

Part-Time

Reports to

Executive Director

Duties and Responsibilities

Programs and Events Management, and Networking: Responsible for managing WVN's programs and associated events. Help identify other important events for WVN presence in close collaboration with the Communications Manager. Represent WVN on panels and at events. Being a presence at networking events around Los Angeles to promote and represent Women's Voices Now, particularly opportunities to promote Girls' Voices Now

Film Festival:

- Manages all correspondence with filmmakers year-round including requesting film files, maintaining database of films, stills, etc. and managing all film submissions.
- Sets a marketing schedule of the film festival including partnerships and sponsorships, with the Communications Manager
- Manages waivers, discounts, questions from filmmakers, etc.
- Conducts research to recruit quality films and filmmakers to the festival
- Oversees the selection and rating of films submitted or Pre-selects and rates all films submitted.
- Recruits judges and coordinates all judging
- Responsible for post-festival activities: reporting on winners, setting up announcement of Winners (with Communications Director), collecting acceptance speeches, and gathering financial information for the disbursement of prize money and delivering to Executive Director for payments.

Archive Management: Responsible for managing and maintaining archival services at WVN. This includes

- Maintaining all aspects of the archive website, including Google Drive Archive and Vimeo account maintenance. Maintaining universal video files across all online platforms and respective archives (vimeo, youtube, hard drive, excel document).
- Developing and implementing ideas to increase viewership of the online archive and drive positive user experience with WVN, and working with Communications Manager to carry these ideas out.
- Corresponding with filmmakers to recruit new films and integrate films, not accepted into the festival, to the archive.
- Managing interns working on archival tasks.

Girls' Voices Now:

- Coordinating the program from recruitment through the day-to-day logistics of the program; including the culminating screening event
- Working with Communications Manager on outreach
- Submitting finished films to relevant festivals.
- Continued support to alumnae

Program R&D and Execution:

- Developing new ideas and updating curricula for Girls' Voices Now Summer Media Training.
- Overseeing equipment needs and maintaining an inventory of hardware and equipment.
- Managing community screenings; and other public events.
- Updating language, themes, rationales, etc. for WVN programs.
- Researching new ideas for partnerships, programs and initiatives to further the mission of WVN
- Brainstorming sponsorship proposals for programs with ED and DO, meeting with potential sponsors when appropriate

Qualifications

- Minimum of a Bachelor's degree preferred
- Minimum 2-3 years working in Non-Profit, film or a related field
- Demonstrated experience in organization, scheduling and/or administration
- Detail-oriented, self-starter, with demonstrated success in meeting deadlines
- Strong interest in a non-profit career
- Strong project management skills
- Collaborative, results-oriented, positive, and energetic team player

To apply, please send a resume and brief cover letter to clancey@womensvoicesnow.org
 SUBJECT: Programs Manager. Applications will be accepted on an ongoing basis, but we are seeking qualified applicants ASAP