



KLAMATH FILM

P.O. Box 1511, Klamath Falls, OR 97601

a non-profit 501(c)(3), tax ID 45-5455983

## Executive Director Job Description

Applications open September 24, 2019 – December 1, 2019

*Mission: To build, promote, and support an industry of local/regional filmmaking in and around Klamath Falls, Oregon while connecting our community to film.*

Klamath Film is a non-profit organization based in Klamath Falls, OR. The mission statement above is fulfilled through producing a film festival, local film screenings/programming of independent Oregon based films, conducting monthly film member meetings, networking and supporting the southern Oregon filmmaking community, and advocacy and growth of film production in Klamath.

The Executive Director is the key management leader of Klamath Film. The Executive Director is responsible for overseeing the administration, programs and strategic plan of the organization. Other key duties include fundraising, marketing, and community outreach. The position reports directly to the Board of Directors.

### Essential Job Functions:

- Planning and operation of annual budget.
- Plan and develop budget for annual KIFF: Klamath Independent Film Festival.
- Coordinate and develop grant applications that fund the organization, KIFF, special programming and other initiatives
- Lead manager of KIFF: coordinate schedule, manage receiving of film entries, coordinate film screening and jury panel, manage ticketing, marketing, and KIFF event planning.
- Manage and organize special programming events such as, but not limited to, screening of the Oscar nominated Short Films and screening of independent films.
- Maintain and further develop sponsorships from local businesses to fund programs and initiatives.
- Develop and coordinate on-going public awareness and education programs to communicate and promote the mission and programming of Klamath Film and serve as Klamath Film's primary spokesperson to the organization's constituents, the media and the general public.
- Establish and maintain relationships with various film and tourism organizations throughout the state and utilize those relationships to strategically enhance Klamath Film's Mission.
- Prepare and attend monthly board meetings in order to report to and work closely with the Board of Directors to seek their involvement in policy decisions, fundraising and to increase the overall visibility of the organization throughout the State.
- Maintain website and social media presence.
- Track statistics and metrics needed to evaluate the progress of the programs and initiatives.
- Develop and implement a membership recruitment effort.
- Manage and facilitate the membership monthly meetings.
- Oversee collaborative marketing and other communications efforts.
- Review and approve contracts for services and partnerships.

Klamath Film Executive Director Job Description continued...

**Qualifications:**

The ideal candidate should have professional experience and/or experience in one or more of the following areas: non-profit management, grant writing and/or management, filmmaking or other arts, marketing, economic development, and/or event planning. Proficient grant writing skills are preferred but willingness to learn will be considered as well.

The Executive Director must be familiar with non-profit organizations and have enthusiasm for film and filmmaking. The Executive Director must be self-directed, have budget management skills, and strong organizational skills to direct staff and volunteers. They should have strong verbal and written communications skills and ability to interface and engage a diverse volunteer and donor groups.

Candidate should have familiarity with QuickBooks, Microsoft Word & Excel or similar, and MailChimp or similar. Basic Photoshop familiarity a plus.

This position is part-time with an estimated average of 15-25 hours per week with a ramp up to ~40+ hours per week around the Klamath Independent Film Festival. Some weekend and occasional evening work may be required. The candidate will occasionally need to be able to lift 30 lbs but reasonable accommodations can be made for those candidates that may have a physical restriction.

**Salary:** To be negotiated

**Benefits:** None provided beyond what is required by Oregon Law.

**To be considered, please email a resume and cover letter to Jesse Widener, Executive Director (current) at [exec@klamathfilm.org](mailto:exec@klamathfilm.org) by December 1, 2019.**