

**Heartland Film**  
**Film Programming Coordinator**

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**Full-time salaried, 40 hours per week minimum**

**Summary:**

- This position is responsible for assisting the artistic director with the management of the film programming department, including but not limited to: film submission screening and reviews, film selection/pre-screener process, festival scheduling, representing the department/organization via event hosting/panels/networking, film research/solicitations, filmmaker communication, intern recruitment/management, and filmmaker/guest hospitality.

**Essential Duties and Responsibilities include the following:**

(Other duties may be assigned.)

- Critically examine, rate, and offer feedback on film submissions (viewing/rating films will take up 50% of position's time).
- Work with Artistic Director (AD) and Film Programmers (FP) to help organize volunteer pre-screener and interns to manage the flow of submissions and maintain programming milestones. Stay up to date with regular email communications to screeners and interns.
- Keep up to date on the festival industry through research to help identify and solicit titles and act as a liaison to filmmakers and industry throughout the year, with special attention to Indiana film projects and industry happenings. Act as the main liaison for Indiana filmmakers and attend related functions. Report highlights regularly to AD.
- Manage film programming internship program including but not limited to job postings, working with HR on contracts and paperwork, main contact for interns, manage weekly meetings, etc.
- Assist the AD in curating film lineups for both festivals and screening films throughout the submissions process.
- Communicate with prospective filmmakers, accepted filmmakers, jury and industry contacts primarily through email and phone communications.
- Coordinate with operations and marketing on deliverables, including film information, print deliveries, and other programming-related information.

- Track data via spreadsheets and through custom film screening software.
- Host virtual and/or in-person conversations and Q&As with special guests and filmmakers.
- Manage copyediting/written content flow for public use, including film synopses, letters, and more in conjunction with marketing.
- Manage travel and hospitality program for filmmakers and industry: filmmaker communications, hospitality suite, flight and hotel booking, ground transportation, transports, relay volunteer scheduling needs. Manage hospitality budgets and report back to AD.
- Work with AD and FP to track benefits and tickets issued to filmmakers, invoices with paid distributor titles.
- Engage with attendees to answer questions regarding films and programming-related initiatives.
- Manage and schedule event volunteers for all events as well as being the main contact for all volunteers and their needs

#### **Essential Skills:**

- Critical eye for film with an understanding of Heartland Film’s mission.
- Incredible attention to detail in the areas of schedule keeping/updating, information keeping, and communication follow up.
- Communicates well with patrons, volunteers, interns, filmmakers, and other key stakeholders, both virtually via video conferencing and in-person.
- Comfortable with public speaking and interacting with high-profile guests.
- Flexible multi-tasker with a “can-do” attitude, willing to shift focus or help with tasks at the direction of the AD.
- Ability to stay calm under pressure and find solutions to conflicts while maintaining professional communication standards.
- Highly detailed with experience with spreadsheets and content management systems, including Airtable, Google Docs, Outlook, and more.
- Ability to juggle multiple projects and meet tight deadlines.
- Ability to track and maintain both a budget and various invoices.
- Respond to communications after traditional business hours when needed.

#### **Desired Abilities and Attributes:**

- Passion for film and the nonprofit industry.
- Open to feedback and shifting projects on short notice.

- An amiable personality who communicates well via phone and email.
- Past film festival experience/knowledge.

**Qualifications:**

- Highly organized.
- Strong communication skills.
- Positive attitude and willingness to work effectively as part of a team.

**Education/Experience:**

- Bachelors in an associated area, including but not limited to; communications, film studies/production, media arts.

**To Apply:**

- Email resume and cover letter to [info@heartlandfilm.org](mailto:info@heartlandfilm.org)
- Deadline: Sunday, June 1