



815 Seattle Blvd S #124
Seattle, WA 98134
206.905.8400 office
NFFTY.org

Program Director Job Description

ABOUT NFFTY

BACKGROUND

The Talented Youth (dba NFFTY) is a 501(c)3 media arts nonprofit based in Seattle, Washington. Our mission is to encourage young media artists by promoting their accomplishments through programs that celebrate their talent. We constantly seek ways to expand networking for young artists and opportunities to promote their work. Our flagship program is NFFTY, the world's largest youth film festival, annually screening over 250 films by filmmakers 24 years old and younger to audiences of more than 10,000. Increasingly, we have engaged with corporate sponsors to develop projects and original content in collaboration with NFFTY filmmakers, to enhance brands and storytelling. NFFTY serves as an educational resource for young filmmakers, providing workshops, resources, and collaborative opportunities year-round. In 2020, NFFTY produced a 10-day fully virtual festival for its 14th edition. Our next festival edition will take place during our 15th anniversary in April 2022, in-person in Seattle.

MISSION

NFFTY advances and connects talented young filmmakers worldwide. We seek to disrupt systems of inequity in the film/media arts industry. Founded to address discrimination against young film professionals, we celebrate and elevate work by women, BIPOC, LGBTQIA+, and other young persons from traditionally marginalized communities at a crucial stage in their emergence as an artist and storyteller. We ensure that emerging filmmakers are represented and given a platform to share their perspectives.

VISION

A thriving and equitable film industry that uplifts youth.

VALUES

Inspiring, Bold, Inclusive, Accessible, Collaborative, Community-focused, Innovative, Anti-racist, Socially Just

POSITION DETAILS

POSITION OVERVIEW

The Program Director will play a key role in the organization's success focusing on filmmaker and educator relationships, programming leadership, and creative/curatorial oversight. The Program Director is also responsible for production and operations for The Talented Youth's main annual program, the National Film Festival for Talented Youth (NFFTY). Additionally, responsibilities may include: technical oversight; budget support; line producing; and editing/production support as needed for NFFTY content, both for internal use and for external partners. The Program Director oversees all program growth, and ensures that all new initiatives and partnerships match NFFTY's curatorial sensibilities to strengthen the NFFTY brand. With the Executive Director, the Program Director is the public face of the organization, and represents NFFTY to the wider film industry.

REPORTS RELATIONSHIP

Executive Director

RESPONSIBILITIES

- ACCESS + EQUITY – as Program Director, apply industry best practices and responsive programming to ensure equitable and inclusive programming for a diverse audience of young media creators, including seeking additional staff development opportunities such as webinars and conferences.
- PRODUCTION – oversee production of all NFFTY events, with a special focus on ensuring all programming centers needs of emerging youth filmmakers. Works closely with the Executive Director to ensure needs of sponsors and other co-producing/co-presenting organizations are met.
- CREATIVE – oversee production and promotion of Film of the Week and The NFFTY Podcast, and other on-going curated content distribution. Support and oversight of NFFTY Creative content creation projects. Responsibilities include but are not limited to: production support, line producing, technical oversight, budget support, and filmmaker liaison.
- PROGRAMMING – with support of the Executive Director, build new program opportunities, including but not limited to: workshops, in-classroom programming, screening events, pop-up festivals, etc. Directly oversee programming teams and committees for Summits and Festivals, and supervises Festival and Summit Directors.
- EDUCATOR RELATIONS – work to establish and maintain relationships with educators and youth-serving media arts organizations across a broad spectrum, nationally and internationally, with a special focus on middle school, high school, and undergraduate-level programs. In conjunction with the Marketing Director, ensure that outreach for all calls for entry keep all relevant target audiences. With the Executive Director, oversee growth of programs serving schools and educators.
- INDUSTRY RELATIONS – represent NFFTY at partner film festivals and other such events as artistic lead, and develop relationships with potential sponsors, funders, filmmakers, and industry professionals. Develop and manage year-round partnerships, including community, film festival, and school outreach that grows and strengthens the NFFTY brand.
- ALUMNI RELATIONS – assist in managing the community of NFFTY alumni year-round, and put into place alumni tracking practices through completion of alumni database. With the Executive Director, identify alumni as appropriate for programmatic opportunities, including but limited to NFFTY Creative projects, Summit/Festival events, and partner events. With the Marketing Director, establish and maintain engagement strategies with the community of over 3000 alumni filmmakers.
- CURATION – oversee all calls for entry, challenges, and competitions that result in film and screenplay projects entering NFFTY’s programs. Includes distribution + licensing agreements, when such partnerships exist, assisting in the selection and logistics of providing NFFTY films and content to external platforms and content providers.
- LEADERSHIP – Work in close conjunction with the Executive Director, Board of Directors, Alumni Advisory Board, and Industry Advisory Board to set strategic initiatives for the organization. Ensure that all artistic and programmatic initiatives, goals, and milestones are met. When the Executive Director is unavailable to perform their duties, act as administrative lead in coordination with NFFTY’s board of directors.

SUPERVISORY DUTIES

This position supervises the Festival Director and Summit Director positions (seasonal) and will include some supervision of marketing, operations, and programming interns and volunteers in support of NFFTY events/festivals.

QUALIFICATIONS

- Excellent writing, editing, and proofreading skills
- Strong working knowledge of filmmaking and content creation
- Highly organized and detail oriented with attention to accuracy
- Ability to exercise good judgment and communicate rationally under tight deadlines
- Significant experience in project management and/or event production
- Solid organizational and administrative experience including management of staff and budget
- Strong computer skills including knowledge of generally used programs and technology

DESIRED EXPERIENCE AND SKILLS

- Experience with using Flipcause or similar online ticketing/donation platform
- Experience with Squarespace or similar website CMS
- Ability to work with no supervision and yet be compatible within a team environment
- Ability to communicate with the Board, grantors, funders, sponsors, vendors and press
- Ability to recognize trends and keep the organization flexible and responsive to new opportunities or requirements
- Ability to engage with and relate to the needs of young filmmakers
- Interest in filmmaking, the arts, or supporting young artists is a plus

TIME COMMITMENT

This position is full time (40-hour week). This position is expected to start March 1st, 2022. Working hours are negotiable within reason to perform duties as required for NFFTY's operational success. Some nights and weekends are required, due to the nature of film-based programming, and for administrative meetings, retreats, and networking events.

COMPENSATION

This is a full-time exempt position, with an annual salary range of \$50,000-\$55,000. Payroll is run twice monthly, on the 15th and final day of the month. This position allows for opting-in to the company health, dental, and vision insurance plan.

TO APPLY

Applicants must submit via email:

- 1) A detailed letter of introduction
- 2) Current resume
- 3) Professional references with telephone numbers

Send your Word or PDF format documents as attachments to: info@nffty.org with "Program Director Application" in the subject line of your email.

NFFTY/The Talented Youth is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.

Underrepresentation of minority populations is a significant problem in our industry. We are working towards equality and disrupting systems of oppression in the film/media arts industry. If you identify as part of a minority group, you are strongly encouraged to apply to NFFTY.