

**WHO WE ARE:** A small, tight knit team of queer women of color and gender nonconforming people of color, filmmakers and storytellers, artists and activists, dreamers and healers. Our core personal and organizational values of anti-racism, feminism, anti-capitalism, disability justice, and social justice create a transformative work environment and organizational culture. We are warm and kind, and we care deeply about each other. We value the personal and professional growth and wellbeing of each member of the team. We practice clear and open nonviolent communication. We work closely with each other in a fast-paced, collaborative work environment. We are extremely hard working and consummate professionals with disciplined focus and high standards for performance.

**POSITION SUMMARY:** The Training & Media Coordinator works closely with the Program Manager and Executive Director to coordinate the Filmmaker Training Program, and its professional services arm, QWOCCMAP Productions. This position also serves as the Technical Coordinator for the International Queer Women of Color Film Festival. This position is responsible for project coordination, communication, organization, and planning as the practical embodiment of QWOCCMAP's mission, vision, and core values. As part of a uniquely collaborative team, this position requires a detail oriented, exceptional team player with a high degree of professionalism, a strong work ethic, and excellent verbal and written communication skills.

### **RESPONSIBILITIES:**

**Filmmaker Training Program** develops and nurtures the creativity and leadership of our community to create films that foster cultural and social justice impact, through intensive and demanding filmmaking workshops.

- **Coordinate overall workshop operations.** Coordinate technical and instructional aspects of program. Ensure completion and maintenance of program documents. Track purchases and program expenses. Use, maintain, and develop systems and platforms that support our work, including NeonCRM database, Canva, Airtable, and CoSchedule.
- **Coordinate program logistics.** Prepare venue and equipment, and health and safety information. Conduct outreach campaigns. Recruit program partners. Register and interview participants. Ensure participant support, from scheduling Mentors and crisis counselors to planning nutrition according to policy. Respond to information requests with key information in a timely manner.
- **Research, track, and maintain function of technology.** This includes filmmaking equipment, computers, and software for QWOCCMAP Productions and Filmmaker

Training Program workshops (eg, HD cameras, DSLRs, light kits, sound equipment).

- **Review curriculum materials.** Ensure that the program contains current pedagogy. Update QWOCCMAP Online University, a custom mobile-optimized, course management system in Canvas.
- **Support Program participants.** Review participant work. Provide technical support and artistic feedback. Work with staff and crisis counsellors to prevent and defuse crisis situations and provide intervention, as necessary. Utilize technical skills to ensure the high production quality of QWOCCMAP Films created through the Program.
- **Organize evaluation process.** Ensure that learning outcomes and funder requirements are met. Employ data collection systems to collate and report on program data. Synthesize input to define key performance indicators that track technical, artistic, and community input. Analyse data to inform program development.

**QWOCCMAP Productions** creates high-quality film projects for non-profit organizations, foundations, individual artists, and educational institutions, from an anti-racist, feminist, social justice framework.

- **Coordinate overall operations and production.** Ensure completion and maintenance of project documents and files. Prepare scope of work, budget, expenses, invoices, and production schedules. Research production locations to assess suitability, accessibility, and transportation. Ensure that production deadlines are met, and that all productions have adequate staffing and support.
- **Manage relationships with clients.** Support clients to determine and meet their needs, including budget, timeline, technical specifications, and deliverables.
- **Coordinate and develop QWOCCMAP content.** Support the creation of high-quality and engaging content from concept to completion, including artistic direction, editing, timely production, and distribution.
- **Complete post-production on QWOCCMAP Films.** Ensure consistent presentation quality for films created through QWOCCMAP Productions or the Filmmaker Training Program. This includes color correction, audio sweetening, sound leveling, and open captions/subtitles for the Deaf and Hard-of-Hearing.

**International Queer Women of Color Film Festival** builds community through high-impact films and profound engagement.

- **Coordinate the Screening Committee.** Compile submission information and screeners. Work with staff to maintain excellence and integrity of QWOCMAP curatorial practice.
- **Support outreach, promotion, and publicity.** Create and supervise the production of festival outreach materials, including festival trailers, title cards, screening masters, dubs, stills, and graphics created in-house or by QWOCMAP Filmmakers. Write and schedule emails and social media posts. Respond to information requests with key information in a timely manner. Support communication and engagement with donors, sponsors, Community Partners, in-kind donors, and advertisers.
- **Research and maintain function of technology.** Ensure use of leading-edge technology, media platforms, equipment, materials, and practices for projection, windowed viewing, and live streaming.
- **Coordinate Technical Crew.** Develop work schedule for all videographers and photographers. Delegate positions for crews and volunteers, to ensure thorough documentation and promotion of Film Festival.
- **Coordinate smooth and seamless Film Festival.** Manage all technical aspects of the Film Festival, including projection, sound, and lighting, both online and within the theatre. Work with venue personnel to meet technical and equipment needs.

**QUALIFICATIONS:** An exceptional team player with at least 3 years of paid employment in areas related to this position, including communications, community organizing, event planning, performing arts/film production, volunteer management, arts administration, planning and logistics, customer service, or project management.

**Professionalism and accountability.** Proven ability to consistently complete accurate, high-quality work through disciplined focus and strong time management. Strong ability to keep track of details, improve efficiency and effectiveness, and be deadline driven and personally accountable. Demonstrated initiative, work ethic, and embrace of challenges. Ability to correctly and clearly identify problems, forecast next steps/possible challenges, and develop thoughtful, creative solutions.

**Extraordinary organization.** Proven ability to prioritize complex work, set achievable goals, and remain diligent and accountable. Proven project coordination and strong administrative skills to move teams and deliver impeccable final products on deadline. Demonstrated talent for creating, developing, and using plans and systems to coordinate concurrent projects and ensure successful completion.

**Adaptability and flexibility.** Capacity to assume a wide variety of responsibilities and manage ever-shifting duties while exercising sound professional judgement, from being a team player to coordinating multiple projects that meet internal and external deadlines. Ability to meet tight deadlines under pressure and gracefully manage demanding, high stress, and fast pace situations with a sense of humor and compassion.

**Film and technology skills.** Demonstrated proficiency with and comfort using filmmaking equipment and software such as Adobe Creative Suite. Expertise with Microsoft Office (Word, Excel, PowerPoint). Willingness and ability to learn new skills, systems, equipment, and software.

**Exceptional communication.** Strong ability to communicate effectively, including collaboration, facilitation, engagement, and group management skills. Ability to ask for help when needed. Ability to receive and give constructive, nonviolent feedback. Excellent written and verbal skills with a proven ability to craft clear, direct, and engaging content. Ability to analyze and translate that analysis into content that reframes narratives.

**Relationships and engagement.** Demonstrated ability to develop trust and effectively manage good working relationships with staff and Board, participants, clients, volunteers, interns, and filmmakers. Thoughtful interactions that point toward the ability to be accountable to community. Experience with data analysis, databases/CRM systems, and evaluation. Ability to safeguard sensitive information, and maintain discretion and confidentiality.

**Deep alignment with mission and values.** Ability to represent QWOCMAP in an ethical manner, and perform with high standards of customer service and accountability while carrying out associated roles and responsibilities. Emotional intelligence and experience with LGBTQ communities of color, other marginalized communities, and individuals from different backgrounds.

**LOCATION AND ACCOMMODATIONS:** This position requires the staff member to work both remotely and in-person in an office environment. Ability to work evenings and weekends when necessary to meet the needs of the position, including during the Filmmaker Training Program workshops, scheduled productions, and the Film Festival weekend.

When working remotely, this position requires the staff member to have fast, stable internet access throughout the day. When working in-person, this position requires the staff member to be diligent about following COVID-19 guidelines.

This position requires the ability to sit and/or stand at a desk to work on a computer throughout the day, and use a telephone to coordinate projects. Frequently, there will be use of filmmaking equipment, as well as walking, standing, or sitting. Occasionally, there will be times to reach for, store, and retrieve boxes on shelves, as well as lift or carry boxes and other items. If necessary, QWOCCMAP will purchase chairs and other adaptive equipment to meet employee needs to perform the essential functions of this position.

Providing equal access to marginalized populations is a core value of QWOCCMAP. Therefore, all of our programs and events are held at ADA-compliant locations. To successfully perform the essential functions of this job, staff must be able meet the majority of the demands of the work environment, and reasonable accommodations will be made.

**COMPENSATION:** This is a full-time non-exempt position working 40 hours per week at \$50,000 to \$60,000 annually, DOE. After the first year, and upon meeting performance goals, there are 2 paid recesses in which the entire QWOCCMAP office is closed for Winter (December 15 to January 15) and Summer (July 1-31).

QWOCCMAP provides benefits that include: 100% contribution towards Health Insurance. \$2,500 a year for transit/commuter benefits. A retirement plan matched to 4% of salary.

QWOCCMAP also offers professional development, learning resources, and other growth opportunities such as professional coaching, access to LinkedIn Learning/Lynda.com courses, and conference attendance.

**APPLICATION:** Please email a cover letter that outlines why you are interested in this job, what drew you to QWOCCMAP, and share examples of past experience related to relationship building, communication, and organization that makes you the ideal candidate for this position. Attach your cover letter with your resume, links to sample reels, and 2 writing samples to QWOCCMAP Program Manager, Christina Lang, at [programs@qwocmap.org](mailto:programs@qwocmap.org) with Training & Media Coordinator in the subject line. Please send questions regarding this position to [programs@qwocmap.org](mailto:programs@qwocmap.org).