

THE POSITION:

The **Training & Media Coordinator** provides coordination of, and communication for, QWOCCMAP's award-winning Filmmaker Training Program, and its professional services arm, QWOCCMAP Productions. This position also serves as the Technical Coordinator for the San Francisco International Queer Women of Color Film Festival. This position is responsible for project management as the practical embodiment of QWOCCMAP's mission and values. This position needs a person who is passionate about organization, planning, and communication, and views these as core to programs and mission.

WHAT YOU CAN BRING:

Extraordinary organization.

Proven ability to prioritize complex work and set achievable goals, and remain diligent and accountable. Proven time management and strong administrative skills that demonstrate a high degree of organization. Ability to develop and use plans and systems to manage concurrent tasks and projects to ensure completion and success. Ability to correctly identify problems, forecast next steps/possible challenges, and develop thoughtful solutions. Project management skills to move teams and deliver final product of impeccable quality on deadline. Ability to consistently complete accurate, high-quality work through disciplined focus and strong time management. Demonstrated initiative, work ethic, and embrace of challenges. An eye for keeping track of details, and improving efficiency and effectiveness. Leadership capacity to assume a wide variety of responsibilities from being a team player to coordinating multiple projects that meet internal and external deadlines, while exercising sound professional judgment. Ability to manage alternating periods of quiet preparation with demanding and fast pace in a fun and transformative environment with a sense of humor and compassion.

Exceptional communication.

Strong ability to communicate effectively, including collaboration, facilitation, engagement, discussion, focus, and group management skills. Ability to listen deeply and patiently to spark creativity. 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. Proficiency with and comfort using a variety of equipment and software, and the flexibility and ability to learn new systems.

Ability to safeguard sensitive information, and maintain discretion and confidentiality.
Ability to ask for help when its needed.

Relationships & Engagement.

Demonstrated ability to develop trust and effectively manage good working relationships with staff and Board, participants, clients, volunteers, interns, and filmmakers. Ability to represent QWOCCMAP in an ethical manner, and perform with high standards of customer service and respect while carrying out associated roles and responsibilities. Thoughtful interactions that point toward the ability to be accountable to community. Ability to develop creative solutions, participate in collaborative leadership, and work in a team to carry out decisions. Ability to coordinate participants and recruit clients. Ability to receive and give constructive, nonviolent feedback. Emotional intelligence and experience with LGBTQ communities of color, other marginalized communities, and individuals from different backgrounds.

RESPONSIBILITIES:

Leadership

- Support and model QWOCCMAP's mission, vision and core values, and an organizational culture that values developing each member of the team
- Collaborate with staff in making key strategy decisions for the Filmmaker Training Program, QWOCCMAP Productions, and the SF International QWOCCFF
- Support fundraising and engagement activities of the organization
- Collaborate across programs to create messaging, graphics, and campaigns that shift narratives about LGBTQ people of color and their multiple, intersecting communities, and position QWOCCMAP as a thought leader and unique voice
- Work with staff to plan and implement organizational and program strategies, including earned income streams for QWOCCMAP Productions
- Work with team to create outreach and promotional materials that advance QWOCCMAP's storytelling

Training Program

- Coordinate overall workshop operations, and all technical and instructional aspects of the intensive, demanding and disciplined **Filmmaker Training Program** to develop and nurture the creativity and leadership of our community to create films that foster cultural and social justice impact

- Conduct outreach campaigns, recruit program partners, register & interview participants, and respond to information requests with key information in a timely manner
- Ensure completion and maintenance of program forms, files, track purchases and program expenses, and ensure CRM database contains updated and accurate participant data and film information
- Track, review, order, and maintain function of technology including filmmaking equipment and software, such as HD cameras, DSLRs, lights, sound equipment, and laptops
- Ensure that the program contains relevant leading-edge technique through review and development of curriculum materials
- Create participant accounts, review and update QWOCCMAP Online University, a custom mobile-optimized, open source course management system
- Coordinate program logistics including venue and equipment preparation, health and safety, participant support including scheduling Mentors and crisis counsellors, and nutrition according to policy
- Work with staff and crisis counselors to prevent and defuse crisis situations and provide intervention, as necessary
- Provide support to Filmmaker Training Program participants, review participant work and provide technical support and artistic feedback
- Employ artistic knowledge and technical skills to ensure the high production quality of QWOCCMAP Films created through the Filmmaker Training Program, which is the foundation of its strategies for outreach and audience engagements. This impact is measured through awards, acceptance at film festivals, reviews and the level of distribution of our films.
- Organize evaluation process and feedback loops to meet learning outcomes and funder requirements, work with staff to track participant outcomes and analyse data to inform program development
- Employ data collection systems to collate and report on program data, and synthesize input to define key performance indicators that track technical, artistic, and community input
- Complete all required training and professional development

Productions

- Coordinate overall operations of film productions including scheduling Productions Team, project budgets and expenses, documents, and production tasks and schedules
- Manage relationships with Productions Team members and clients, including non-profit organizations, foundations, individual artists, educational

institutions, etc., with an emphasis on their goals for their film project and target audiences

- Work with clients to determine budget, needs, timeline, technical specifications, and deliverables for QWOCCMAP Productions services
- Coordinate production of client projects such as PSAs, promotional videos, and collaborative film projects
- Coordinate QWOCCMAP content from concept to completion, including artistic direction, editing, and timely production and distribution
- Develop high-quality and engaging content including personal stories from QWOCCMAP Filmmakers, donors, volunteers, community partners, and others, for different channels such as qwocmap.org, social media platforms, eblasts
- Coordinate schedules and planning timelines, and follow up on tasks and assignments, to ensure that production deadlines are met, and that all productions have adequate staffing and support
- Ensure that technical specifications and needs are met for each client project
- Research new technology, purchase, and maintain all QWOCCMAP Productions equipment, including cameras, light kits, sound equipment, laptops and computers, as well as software
- Research locations to assess suitability, accessibility, and transportation
- Prepare budget, scope of work, and invoices

Film Festival

- Serve as Technical Coordinator for all technical aspects of QWOCCMAP's free annual **San Francisco International Queer Women of Color Film Festival** to build community through high-impact films and profound engagement
- Coordinate Screening Committee to meet programming needs, including compiling submission information, and preparing screeners
- Maintain excellence and integrity of QWOCCMAP curatorial practice
- Complete color correction, audio sweetening, sound leveling, open captions/subtitles on QWOCCMAP Films created through QWOCCMAP Productions or the Filmmaker Training Program to ensure consistent presentation quality
- Supervise production of dubs, screening masters, title cards, and promo including festival trailer created in-house or by QWOCCMAP Filmmakers
- Research media platforms and practices for projection, exhibition formats, and technology to meet projection equipment and materials needs
- Work with staff and venue personnel to meet technical and equipment needs

- Coordinate Technical Crew including all videographers and photographers, develop work schedule, and delegate positions for crews and volunteers, to ensure thorough documentation and promotion
- Coordinate smooth, seamless, and on time screenings by managing the house and all technical aspects within the theater including projection and sound, or directing venue personnel in project, sound, and lighting
- Work with staff and contractors to coordinate outreach, promotion and publicity, and provide materials, including stills, videos, and graphics

QUALIFICATIONS:

We will train the right person to deepen their project management, engagement, leadership, and technical skills.

Required

Degree or demonstrated relevant experience in paid employment, volunteer work, or life experience, 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, project management, etc.

Flexibility to work evenings and weekends to meet the needs of the position, such as work during the Filmmaker Training Program workshops, scheduled productions, or the San Francisco International Queer Women of Color Film Festival weekend, and the ability to travel to represent QWOCCMAP.

Desired

Prior experience with savvy use of technology, community outreach, writing, and customer service. Experience with film or photography a plus. Experience with evaluation, data analysis, and databases/CRM systems. A talent for creating systems, and prior experience in planning, running, and executing a production or event. Coaching and supervision experience, as well as a willingness to study and apply nonviolent communication.

ACCOMMODATIONS:

This position requires the staff member to work in an office environment, and additional work in community environments, such as nonprofit offices, theaters, or college classrooms. The office offers conditions with natural or LED light, and minor

noise from standard office equipment. This position requires the ability to sit and/or stand at a desk to work on a computer for hours at a time and use a telephone to manage projects. During filmmaking workshops, productions, or the Film Festival, 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 \$45,000 to \$55,000 per year, DOE. After the first year, and upon meeting performance goals, there are 2 paid mandatory breaks in which the entire QWOCCMAP office is closed for Winter (December 15 to January 15) and Summer (July 1-31). Additional paid holidays include Memorial Day, Labor Day, and Thanksgiving.

QWOCCMAP also offers benefits including \$2,500 a year in commuter benefits and 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 Managing Director, T. Kebo Drew, CFRE, at events@qwocmap.org with Training & Media Coordinator in the subject line. Please send questions regarding this position to events@qwocmap.org or call 415-752-0868.