



Film Programs Coordinator

10 hours per week, \$850 per month

Schedule is flexible, 5 hours per week required in person

This position plays a crucial role in support of and in collaboration with Programs Manager and Executive Director to present film programming at TCA. TCA's theater is a multi-use space that supports and hosts film, dance, theater, and community events. Movies show weekly and film curation takes place year-round. This work is produced by the film programs coordinator, staff, and supported by TCA's film committee to deliver more than 50 films to Taos audiences annually. Film programming and related concessions sales represent a significant source of revenue of TCA's annual budget and is integral to the sustainability of the organization.

Programs coordinator, staff and committee work together to assess and select films based on artistic quality, box office data, established audience feedback, and programming rubrics. The work is digital in nature.

This position supports curating, programming, scheduling, marketing, and other administrative duties. Strong candidates will have a love for cinema, an interest in film-history and market trends (regional and local), and the ability to participate in creating diverse and engaging film programs.

To apply

Submit a letter of interest, resume, and three work references to info@tcataos.org by end of day February 12, 2024.

Responsibilities

The following outlines general duties and tasks. The frequency and volume of these tasks fluctuates.

Programming

- Work with Executive Director, staff, and TCA's Film Committee to curate films that align with TCA's goals and audience.
- Know about current trends in independent cinema, emerging filmmakers, and international cinema; track new release and re-release films.

- Establish relationships with filmmakers, distributors, and other industry professionals.
- Research and identify distributors of films (both new releases and repertory).
- Request screeners from distributors.
- With direction from Executive Director, lead and facilitate film committee meetings (monthly) working from principles of inclusion and consensus building.
- Collaborate with team members and stakeholders to develop film programs that resonate with the community.
- Preview films and provide feedback.
- Work with staff to inform cinema operations.

Marketing and community engagement

- Participate in collection, organization, and internal distribution of publicity materials (credits, film stills, trailers, clips, press kits, etc.) for selected films.
- Strategize and work with Community Outreach Manager on publicizing film at TCA, develop and implement possible marketing approaches.
- Foster a sense of community and engagement through Q&A's, talk backs, workshops, and special events.
- Participate in collecting and analyzing audience feedback to inform programming.

Qualifications

- Excellent interpersonal, verbal and written communication skills.
- Strong organizational skills with ability to prioritize and coordinate a variety of details simultaneously.
- Ability to work collaboratively in a team oriented environment.
- Interest in contemporary and classic cinema.
- Knowledge of Microsoft Word and Google Suite.
- Effective time management skills and attention to detail.
- Ability to plan and meet deadlines.

Education and experience (preferred)

- Demonstrated interest in film programming.
- A passion for cinema and knowledge of the market.
- Marketing or business experience.
- Related training or educational experience.
- Previous program administration experience.