



Film Programs Coordinator

~15 hours per week / \$1275 per month

Schedule is flexible, in person time required

To apply

Submit a letter of interest, resume, and three work references to alice@tcataos.org by September 10, 2025.

This position plays a crucial role in support of and in collaboration with a current Film Programs Coordinator, Programs Manager, Film Programming staff, and Executive Director to present film programming at TCA, with a specific focus on special presentations, curated series, and Taos Film Festival (2026).

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. 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.

Over four days at the end of April, 2026, the inaugural Taos Film Festival will screen dozens of films that speak to the resilient heart of our community. TaosFF amplifies independent filmmaking voices from New Mexico and around the world. It will include feature-length and short-form narrative and documentary films, including animation and experiential projects. In addition to screenings, TaosFF connects artists and audiences through Q&As, talks and creative workshops.

Throughout the year, TCA curates, produces, and promotes special film series or presentations related to local and regional interest areas, visits from filmmakers & producers, and engages in collaborative curatorial processes that includes colleagues and organizations in Taos and beyond.

This position supports curating, programming, scheduling, marketing, and other administrative duties associated with special film and q&a events, specially curated series, and Taos Film Festival (April 23-26, 2026). 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.

Responsibilities

The frequency and volume of these tasks fluctuates.

Programming

- Work with Executive Director, staff, and TCA's Film Committee on the development and curatorial approach to Taos Film Festival.
- 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.
- Request screeners from distributors, filmmakers, and producers.
- Participate in TCA film committee meetings.
- Collaborate with team members and stakeholders to develop special curated film series and special presentations that resonate with the community.
- Review films and provide feedback.

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)

- Experience in curation and programming.
- 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.