



**Queer Women of Color Media Arts
Project
Job Description**

Position Title: Program Manager (starts January 20, 2010)

Organization: Queer Women of Color Media Arts Project
(QWOCMAP)

Reports to: QWOCMAP Managing Director

Location: QWOCMAP Administrative Office, San Francisco

Salary: \$18 to \$20 per hour DOE

40 hours per week, some evenings and weekends required

Position Summary

Under the direct supervision of the Managing Director and with oversight from the founding Executive Director, the Program Manager will coordinate essential program and administrative functions of Queer Women of Color Media Arts Project. This includes, but is not limited to, managing the operations of QWOCMAP events, such as the free annual Queer Women of Color Film Festival.

Position Description

Program Management

- ❖ Manage and coordinate all communication and logistics related to the Queer Women of Color Film Festival
- ❖ Implement Festival volunteer program, and recruit, train and manage volunteers to ensure adequate Festival staffing and a rewarding experience
- ❖ Manage Festival volunteers and Festival Team to ensure that production deadlines are met and that working relationships are professional and cordial
- ❖ Coordinate solicitation of in-kind donations of goods and services from local businesses, and track sale of advertisements in the Festival Program book

- ❖ Coordinate contractors including event technicians and equipment rental vendors, and facilitates relationships with zero waste service providers
- ❖ Convene and maintain ongoing communication and build relationships with Community Partners and serve as liaison for their needs and questions
- ❖ Coordinate travel and lodging for filmmakers, guests, panelists and artists participating in the Film Festival
- ❖ Serve as a liaison for filmmakers, Community Partners, volunteers, donors and other community members

Administration

- ❖ Develop written content for QWOCCMAP communications and materials such the Festival Program book, Study Guides, email blasts and press releases, as well as its e-newsletter, REEL BITES, and its blog, QWOCCstar!
- ❖ Coordinate outreach and publicize QWOCCMAP through print, web, television, radio, social networking pages and email blasts to the QWOCCMAP database, and provide information to the QWOCCMAP Web Mistress to ensure that the website contains accurate and timely information
- ❖ Maintain and update QWOCCMAP database to ensure accuracy and clarity of records
- ❖ Support and coordinate QWOCCMAP fundraising campaigns and events, like the annual BBQ & Boating at Lake Chabot

Additional Duties

- ❖ Support and model QWOCCMAP's mission, vision and core values
- ❖ Represent self and QWOCCMAP in a professional manner
- ❖ Additional responsibilities as requested

Required Qualifications

- ❖ Strong interpersonal communication skills and demonstrated ability to communicate effectively with community members
- ❖ Excellent written and oral communication skills in English

- ❖ Ability to maintain quality work standards with a high volume of work through excellent organizational, time management skills and attention to detail
- ❖ Community organizing skills including, but not limited to: planning and facilitating meetings, public speaking, collaborating effectively, and engaging in advocacy
- ❖ Leadership capacity to assume a wide variety of responsibilities: be a team player, manage and plan multiple projects to meet deadlines, exercise discretion and professional judgment
- ❖ Demonstrated ability to establish good working relationships with diverse groups of people and supervise the work of volunteers
- ❖ Ability to handle fast-paced environment with a sense of grace and humor
- ❖ Knowledge of and experience working with non-profit organizations, community-based groups, and other partners
- ❖ Flexibility to work outside of regular work hours to meet the needs of the position
- ❖ Highly level of proficiency with databases, Apple computers and Microsoft Office programs (especially Word and Excel) and ability to learn new database and other software systems quickly

Preferred Qualifications

- ❖ Experience: a) in arts administration or nonprofit management or b) as a working artist and/or community organizer; or c) arts degree focused on production
- ❖ Knowledge of databases, and website and/or email marketing design is a plus
- ❖ Bilingual/Biliterate: Oral fluency, reading ability and writing skills in another language is a plus
- ❖ Experience working in a multicultural environment committed to social justice
- ❖ Familiarity with QWOCMAP programs -- as a past participant in our Filmmaker Training Program, or as a

volunteer or audience member of our Queer Women of Color Film Festival

Physical Accommodations

Providing equal access to underserved populations is a core value of QWOCMAP. Therefore, programs and events are held at ADA-compliant locations. However, the majority of job duties are performed in the administrative office, which is not wheelchair accessible. To successfully perform the essential functions of this job, an employee must be able meet the demands of the work environment described here. Reasonable accommodations may be made to enable individuals to perform the essential functions.

Communication:

- ❖ Communicate clearly and effectively, both in writing and verbally with co-workers, participants, volunteers, donors and community members
- ❖ Must be able to comprehend, follow and clearly convey instructions to others
- ❖ Must be proficient and able to work on a computer for up to 40 hours per week

Physical Activities:

- ❖ Must be able to reach for, store and retrieve boxes on shelves
- ❖ Must be able to push, pull, lift and /or carry as much as 10 lbs
- ❖ Must have the ability and skills to drive a vehicle

Confidentiality

- ❖ Must be able to safeguard sensitive donor, organizational and staff information, and maintain discretion to protect strategic relationships

TO APPLY

Please email the following **by January 4, 2010** to events@qwocmap.org:

- 1) a writing sample of 2 to 5 pages

(attach as a Microsoft Word .doc document. Word .docx documents will not be read)

- 2) a cover letter
- 3) a resume

**The position begins Wednesday, January 20, 2010
Position open until filled.**

No phone calls please.

T. Kebo Drew
Managing Director
Queer Women of Color Media Arts Project
59 Cook Street
San Francisco, CA 94118

Queer Women of Color Media Arts Project (QWOCMAP) creates, exhibits and distributes new films that authentically reflect the lives of queer women of color and connect to vital social justice issues. QWOCMAP strives to increase the visibility, arts participation and civic engagement of queer women of color to diversify the cultural fabric of society. Our vision nurtures queer women of color filmmakers as artist-activist leaders to create systemic change and social justice through art, activism and community building. For more information, visit: www.qwocmap.org