



Canyon Cinema Foundation

Job Description

Director - Full-time, permanent position

Compensation: \$28 per hour, 35 hours per week - approx. \$51,000 per year

PTO + full health & dental benefits (HMO)

About Canyon Cinema:

Canyon Cinema is dedicated to educating the public about independent, non-commercial, experimental, avant-garde and artist-made moving images. We manifest this commitment by providing access to our unrivaled collection to universities and cultural organizations worldwide, as well as cultivating scholarship and appreciation of artist-made cinema. We ensure the experience of rare film works in their original medium while also reaching new audiences through our growing digital distribution project.

Canyon Cinema's unique collection of artist-made films – comprised of digital media, 8mm, Super 8, 16mm and 35mm prints – traces the vital history of the experimental and avant-garde filmmaking movements from 1921 to the present. With a strong emphasis on American West Coast and San Francisco Bay Area filmmakers, Canyon Cinema is the access point to 3,400 ground-breaking works, representing 275+ artists.

Position Description:

Canyon Cinema Foundation seeks a Director to lead the non-profit film arts organization based in the San Francisco Bay Area for over 50 years. The Director reports to and works closely with the Board of Directors to articulate and enact a vision for Canyon Cinema's present and future. The Director is responsible for the organization's ongoing financial sustainability through fundraising and generating earned income through the distribution program and other programmatic activities. This position oversees all aspects of the daily operation of the organization, including fiscal management and supervising staff and volunteers. It requires a unique skill set combining an enterprising spirit and exceptional interpersonal skill with the ability to energize community stakeholders while strategizing for organizational and program development. The Director should have an evolving vision for how this storied organization will thrive in a 21st century media culture with constantly

transforming modes of moving image production, distribution, and exhibition, and strive to attract and support the work of contemporary and emerging artists. *Non-profit fundraising and grant writing experience necessary.*

The primary responsibilities of the Director will be to:

- Oversee all aspects of daily operations for the organization including fiscal management, human resources and supervising staff and volunteers.
- Oversee and manage grant applications, awards and major donor asks and gifts. Seek out new funding opportunities in addition to strengthening annual fundraising appeals and the ongoing Friends of Canyon Cinema donor program.
- Oversee all aspects of the distribution program for artist-made film and digital media including correspondence with customers and artists; print traffic and inspection; collection care; invoicing and booking; agreements; new acquisition workflow; and catalog management. The Director will work closely with the Collection manager to execute these tasks.
- Support artists currently participating in the distribution program by evaluating and improving services, seeking out preservation opportunities and advocating for their work while also expanding and diversifying the community of artists represented in the collection.
- Manage and oversee all ongoing funded and future projects.
- Responsible for leading Canyon Cinema Foundation in a manner that supports and guides the organization's mission as defined by the Board of Directors.
- Communicate effectively with the Board of Directors and provides all information necessary for the Board to function properly and to make informed decisions.
- Represent the organization to external stakeholders including community partners, the media, patrons, customers, and filmmakers.
- Oversee and manage the maintenance of the website, keeping an active presence on social media, and producing e-newsletters.

Desired Qualifications and Experience in:

- Film and media arts distribution practices;
- Familiarity with and interest in independent, artist made, experimental and avant-garde film history and practice;
- Fundraising, grant proposal writing and reporting;
- Project management and development;
- Working with media arts organizations, museums, film festivals, galleries, distributors, and artists-run organizations;
- Human resources, including managing and coordinating staff and/or volunteers;
- Managing budgets and administering finances;

- Managing short-term and long-term strategic goals;
- Community building and collaborative partnerships;
- Strong interpersonal and communication skills;
- Organized, self motivated, detail oriented, and ability to multitask;
- Organizing event and/or presentation logistics, and ability to provide hands-on support;
- Computer literacy in a PC and Mac-based environment: competent with with G-suite applications, Microsoft Office, digital file management, database, and email correspondence; experience with CRMs, Adobe Creative Suite, basic HTML and web development is considered an asset;
- Oral and written communication in English;
- Experience with handling, care and projection of standard film formats and digital media is considered an asset.

To Apply:

Please submit a resume, cover letter outlining your interest in the position and highlighting your relevant experience, as well as three references to info@canyoncinema.com (*please attach PDF files only), include Director/your name in the subject line. Position open until filled, first review March 20th, 2020.

Canyon Cinema Foundation is an equal opportunity employer. People of Color and members of the LGBTQ community are strongly encouraged to apply.