



Scribe Video Center - Program Director

Introduction. Scribe Video Center, a non-profit organization, is a media arts education center that provides instruction in video, film, audio and other forms of digital media production. Founded in 1982, Scribe works with emerging and mid-career artists, as well as with members of community organizations, who wish to make use of video as an artistic medium and as a tool for progressive social change. "Scribe" is a metaphor for the use of digital time-based media as the modern medium to record significant contemporary concerns and events.

Scribe makes use of video technology to document issues and ideas affecting diverse economic and cultural communities, create media works that comment on the human condition and celebrate cultural diversity. Scribe Video Center encourages new approaches to visual form and language in an effort to further the aesthetics of video movie making.

Position Summary. The Program Director is responsible for managing the major program activities at Scribe Video Center, including the educational workshop program, screening and lecture series, community based workshop productions and after-school/summer youth production workshops. The **Program Director** must have a philosophical commitment to the mission of Scribe Video Center, a solid background and training in independent film/video production, experience in film/video education, and excellent written and verbal skills. The **Program Director** has a background as working filmmaker/media artist. An important task is supervising program contractors, including instructors, production crew, project facilitators and guest programmers, as well as the program staff responsible for outreach to constituency, promotion and publicity of programs. The **Program Director** will take an active role in the management of programs, including developing and overseeing budgets and assuring that projects stay on schedule and achieve contractual goals.

The position of **Program Director** has four main areas of responsibilities.

Workshops:

Coordinating the instructional workshops is a central responsibility of the Program Director. Each year Scribe offers over 50 workshops, most of them multi-week, in various aspects of media production. Workshops are offered in trimesters. The Program Director works closely with the Executive Director in creating curricula, deciding which workshops will be of benefit to our constituency of emerging, mid-level and established media-makers. The **Program Director** recruits, interviews and contracts with instructors, who are often drawn from the Philadelphia region's large community of working filmmakers. In addition to working with local filmmakers as instructors, Scribe offers a limited number of Master Classes with filmmakers from around the country. The **Program Director** identifies guest artists and makes arrangements for their visits to Scribe.

A key component of the job is supervising the timely publication of a printed brochure publicizing workshops, published three times a year.

The **Program Director** also coordinates evaluation and assessment mechanisms to determine the needs of constituents and the effectiveness of programs.

Partnerships:

A major area of focus will include strengthening and developing programmatic relationships with external organizations and the independent media community— including community and neighborhood groups, schools, area colleges and universities, peer organizations (locally and nationally), funders and local independent media makers. The **Program Director** develops new strategic partnerships with other institutions as a way to serve Scribe’s mission to reach communities in Philadelphia that have been traditionally excluded from access to the tools of media production and training, as well as the rich diversity of national and international cultural programming. **The Program Director** will promote these collaborative relationships by, among other things, developing curricula for related projects and overseeing partnership productions.

Screenings:

The **Program Director** programs Scribe's screening series, including the *Producers' Forum (up to 10 a year)*, which provides a venue for nationally recognized artists to present new work and talk about their artistic practice; *Storyville*, a monthly presentation of non-fiction films by local videomakers; and *Street Movies!*, a community based screening series. In order to bring important new works to Philadelphia, the **Program Director** must have knowledge of trends in the independent media field, particularly new works produced by artists from groups under-represented in mainstream commercial media (such as African-American, Latino, Asian-American, Native-American, women, and LGBTQ media artists.) There is a small annual travel budget for the Program Director to attend festivals and seminars (e.g., The Robert Flaherty Film Seminar, AFI DOCS, Toronto Film Festival and/or New York Film Festival) for professional development.

In-House Events:

For all in house events – including screenings and special presentations, the Program Director ensures that all events are adequately staffed, including securing hosts and technical crew. The **Program Director** coordinates receptions and public events.

The **Program Director** reports to the Executive Director and consults with the ED in order to carry out the duties of the position. The position is full time (40 hours a week) with health benefits and accrued vacation time. With advance approval, the **Program Director** may arrange a schedule of flexible full-time hours. Salary is commensurate with experience. Benefits include accrued vacation and health care insurance.

Requirements:

1. MFA (or equivalent) or minimum of five years' professional experience as a film/video producer.
2. Minimum of three years teaching experience in film/video production or related field.
3. Knowledge of the national and regional independent film/video community.
4. Highly organized individual who can manage print production and publication deadlines;
5. Excellent writing and verbal skills, including experience with public speaking;

6. Knowledge of marketing and promotion;
7. Ability to work with diverse constituencies and to represent Scribe to national peer arts organizations and community organizations.
8. Excellent computer and Internet skills.

Please Send a Letter of Interest describing relevant experience and the vision you bring to the position. Include a CV or resume and the names of three professional references. Applications should be sent via e-mail to: **opportunities@scribe.org**.

Applications should be received by May 26, 2017 to insure consideration.

Scribe Video Center is committed to serving a diverse constituency in the Philadelphia area and affirmatively seeks a staff that reflects that diversity of race, ethnicity, gender, class, sexual orientation, physical ability and economic status.