



## Educational Programs Coordinator

**Status:** Full-Time, January – August 7, 2020

**Reports to:** Deputy Director

### Job Summary:

### Essential Duties & Responsibilities:

- Manage Outset: The Young Filmmakers Project from LifeWorks and Outfest.
  - Manage the OutSet curriculum, class, and production timeline over 6 months including recruiting all instructors and mentors; facilitate classes; handle all communication and coordination between fellows, LifeWorks, industry volunteers and Outfest.
  - Manage the post-production process from the edit, sound mix, color correction and lay off with volunteers and sponsors.
  - Maintain a relationship with LifeWorks and volunteer producers to produce the OutSet shorts with professional industry volunteers; Outfest Alumni filmmakers and OutSet fellows.
  - Manage all trafficking of films to other festivals.
- Manage the Outfest Screenwriting Lab year-round.
  - Manage application process, submission guidelines and rules on Film Freeway.
  - Maintain current fellows from selection process, interviews and integrate them through the lab, and maintain relationships with all alumni fellows.
  - Manage the ask process and relationships with mentors and guest speakers for the lab.
  - Manage selection committee members and oversee the selection process including reading all of the final 25 scripts
  - Coordinate the Screenwriting Lab location and logistics in conjunction with the Corporate department.
  - Manage and coordinate the Screenwriting Lab Live Reading with producers, directors, actors and fellows.
- Program and facilitate 5-8 Fusion Workshops for Outfest Fusion LGBTQ People of Color Film Festival.
- Manage relationships with entertainment industry professionals through Industry Link, the HBO Breakfast Panel Series, InFusion, Year Round Panels and Outset Forward networking events.
- Curate and coordinate panels for all festivals with the Programming Department.
- Curate and coordinate 1-3 year round industry panels for alumni filmmakers outside of the festival dates.
- Oversee alumni filmmaker relations, including Outfest Fusion, InFusion, Outfest Film Festival, OutSet Fellows and Screenwriting Lab Fellows.
- Liaison between special guests/industry VIPs and the Programming Department.
- Provide information and content to Deputy Director for publicity regarding Outfest Forward Programs as needed.
- Introduce screenings; facilitate Q&As, host Forward filmmakers/fellows and other special guests during all festivals and labs as needed.
- Write capsules for Festival Film Guides for all Outfest Forward Programs.
- Document all Outfest Forward programs via photos and social media, or solicit volunteers to do so for special events.

**Qualifications:**

- Prior film festival experience or experience coordinating and planning panels.
- Prior experience working in any aspect of the entertainment industry to provide support in the Screenwriting Lab and OutSet filmmaking production process.
- Prior experience working with youth (ages 16-24) in a mentorship setting.
- Ability to maintain professional relationships with people in the entertainment industry such as writers, producers, and directors.
- Knowledge of current and historical LGBTQ+ films.
- Excellent written and oral communication skills.
- Excellent organizational skills, follow-through and persistence.
- Ability to work well in a team and independently.
- Prior experience supervising paid and volunteer staff, able to motivate volunteers to complete and follow through on their commitments.
- Commitment to working with people of varying socioeconomic backgrounds, sexual orientations and ethnicities.

*Outfest is an equal opportunity employer. Outfest strongly believes in the strength of diversity and therefore, actively encourages applications from women, people of color, and any qualified person, who support Outfest's mission.*

Mission: Outfest protects our past, showcases our present and nurtures our future by fostering artistic expression of gender, sexuality and LGBTQ culture and its transformative social impact on the world.

Founded by UCLA students in 1982, Outfest is the leading organization that promotes equality by creating, sharing and protecting LGBT stories on the screen. Outfest builds community by connecting diverse populations to discover, discuss and celebrate stories of LGBT lives. Over the past three decades, Outfest has showcased thousands of films from around the world to audiences of nearly a million, educated and mentored hundreds of emerging filmmakers and protected more than 35,000 LGBT films and videos.

**Qualified applicants should send a résumé with a cover letter explaining why you are an ideal candidate for this position. Send via email (as PDF only) to [hiring@outfest.org](mailto: hiring@outfest.org). Indicate in the subject line the title of the position you are applying for.**