



Cascade Festival of African Films

Associate Director Position

Position Start:	August 18, 2022 (Contract renews annually)
Hours per week:	10 hrs. average / Additional Hours during festival Season (Jan-March)
Pay Rate:	700 hours at \$20/hr
Location:	Hybrid / Remote & On-Site during Festival and Committee Events

Position Summary: Cascade Festival of African Films is seeking an Associate Director with a love of community and interest in African Film. The Associate will assist Director with the annual budget, festival preparations, and presenting the African Film Festival. This person will also be responsible for fulfilling these specific tasks and other duties as they arise:

Sponsors/Grants (Sept-Dec)

- Assist with contacting past and potential new sponsors with sponsorship levels
 - Invoice organizations that request documentation
 - Track sponsors/logos in shared spreadsheets and dropbox
 - Get logos/sizes to website designer (Ali) and designer in time for printing deadlines
 - Create Sponsors/Workers Thank you Powerpoint for the Festival
- Lead collaboration with the Web design team to align with year theme and with a focus on accessibility
- Identify grants opportunities and submit them for approval by PCC Foundation
- After the Festival: Send written and emailed Thank Yous to sponsors over \$100 after the festival

Poster Design and Deliverables (Nov-Dec)

- Assist with the presentation to PCC Design Class--Introduce Class to Film Festival mission and needs, present deliverables
- Assist with edits for booklet interior pages
- Update mailing list to new community partners and sponsors as needed

Outreach (Sept-June)

- Spearhead outreach to community groups for partnerships and participation in the festival through performance, after-film speakers, and new audiences
- Design and implement social media campaigns with a focus on acquiring new audiences and increasing engagement
- Identify and organize summer outreach events (Juneteenth, Good in the Hood, Sunday Parkways)

- Create multimedia promotional materials such as committee and audience videos, coordinate w the PCC media team

Festival Duties (Dec-March)

- Coordinate the following event items in collaboration with the Festival Director
 - After-Film Speakers (for films where the film director is not available) (Dec-Jan)
 - Arrange preview of films for them if possible, otherwise reviews/talking points for them
 - Greet them pre-film, introduce them to moderators and committee members
 - Help with After-Film moderating
 - For Opening and Centerpiece Films, assist with Run of Show, transport materials, onsite prep for materials, delivery of materials to Theater staff, greeting & directing
 - Find musicians for Saturday Social Hours, assist with their arrangements
 - Assist with pre-film set-up and after-film tear-down in the lobby for each film
 - Co-facilitate post-film discussions
 - Fill in for volunteers that don't show up, or help find someone onsite to fill in
 - Help with Overflow seating at Terrell Hall

De-Brief/Evaluation of Festival (March-April)

- Assist Director with Evaluation materials
- Help run CFAF Committee Debrief meeting

Film Viewing (April-August)

- Preview all films and write crits
- Help recognize/create themes for the year if overarching subjects seem to appear
- Discuss films' merits and placement in festivals with the CFAF film team
- Assist with communication with film distributors as needed

CFAF Meetings

- Co-facilitation of CFAF Bi-Monthly Committee Meetings
- Co-Facilitation of Annual Retreat

QUALIFICATIONS

- Interest in African and African Diaspora Film, community, and multilingual Arts Culture
- Desire to strengthen relationships between CFAF and the community
- Demonstrated commitment to racial equity, with experience working with diverse communities.
- Demonstrated success at working effectively in a collaborative team environment, with skills in promoting inclusion and cultural responsiveness.
- Experience with engaging community partners
- Experience working with filmmakers and artists
- Experience managing social media campaigns and understanding web analytics
- Ability to complete necessary Portland Community College background check and onboarding process

Portland Community College is an equal opportunity employer. Candidates with diverse life experiences are encouraged to apply. The Cascade Festival of African Films is committed to building a culturally diverse and inclusive environment. Successful candidates must be committed to working effectively with diverse community populations, and expected to strengthen such capacity if hired.

To Apply:

Please submit the following items to Aviva McClure (CFAF Director), no later than August 5, 2022, for

best consideration. (aviva.mcclure@pcc.edu)

- A current resume
- A cover letter addressing the following questions (not to exceed 1 page):
 - Why are you interested in this position?
 - How do you meet the qualifications?
 - The Cascade Festival of African Films is the longest-running African film festival in the United States and offers 5 weeks of free screenings in honor of Black History Month. We exclusively screen films by African and African diaspora filmmakers. What does our tagline “Africa through African Lenses” mean to you?