



North Dakota Human Rights Film Festival Native American Programs Director

This document identifies the primary responsibilities of the North Dakota Human Rights Film Festival Native American Programs Director.

Job title	<i>NDHRFF Native American Programs Director</i>
Reports to	<i>NDHRFF Festival Director</i>
Position Type	<i>Contract, Variable Hours with emphasis in November Remote or office position In-person during festival in November</i>
Position Dates	<i>May - November 2021 Festival dates Nov. 3-6</i>
Rate	<i>\$3,600 Total 1/3 at contract signing, 1/3 at mid-point, 1/3 at completion \$25/m cell phone stipend</i>

Job purpose

The Native American Programs Director is responsible for curating, developing, facilitating, and managing Native American Programming for the annual North Dakota Human Rights Film Festival (NDHRFF) and related year-round screenings.

Reporting to the Festival Director, the Native American Programs Director is responsible for the overall artistic direction, personality, and development of Native American programming for the festival; proactively developing partnerships with local, national, and international organizations, filmmakers and artists; catalyzing active participation in and knowledge of Native American filmmaking and arts community in North Dakota; developing fresh thinking for the festival's education, community, outreach and volunteer programs; oversight of Native American programming and commission budget, and conducting staff/volunteer performance reviews for the festival.

The new Native American Programs Director will help lead the North Dakota Human Rights Film Festival forward, working in close partnership with the Festival Director to grow its artistic vision, scope, and scale, distinctive global reputation, and local audience impact specific to Native American filmmakers and human rights and social justice issues of meaning to local and national Indigenous communities.

The position will coordinate with the NDHRFF Festival Director and the Human Family Executive Director to bring experience and expertise in global cultural programming and artistic leadership and management.

The Candidate

Your passion for film production and human rights will ensure the festival educates and engages audiences by providing exciting, unique artistic experiences and in-depth and engaging discussions and perspectives around Native American filmmakers and human rights, social justice, and civil rights issues.

You will be on the ground and become deeply rooted in the character of North Dakota – its spaces, psyche, and communities while maintaining and continually extending your national network of artistic and creative relationships. You will help create and present a focused, curated festival reflecting NDHRFF's core mission and vision, providing audiences with a coherent experience they can recognize and be excited by, providing reliable representation of diversity, and actively promoting and lifting social justice human rights, and civil rights issues.

Your vision will achieve artistic excellence in all aspects of your programming, and you will stage and host a wide range of high-level world and North Dakota Premieres each season.

Outside of the festival as an event, you will also instill a sense of community, pride, and ownership of the festival within North Dakota, creating civic energy around the festival and fostering an appreciation of arts and creativity year-round arts-experienced community and also the wider public.

This opportunity allows you to showcase the best of Native American filmmaking to North Dakota and the world and take a key leadership position facilitating collaborations between artists from different genres both within North Dakota and throughout the cultural sector nationally and internationally. You are excited to be building a lasting legacy by aiding in the growth and success of local and regional North Dakotan artists and arts organizations at national and international levels.

Duties and responsibilities

The primary job duties and responsibilities for this position include, but are not limited to:

Programming Responsibilities:

- Assist in curating film and video programs, including narrative features, documentary features, short films, experimental films, and animations made by Native American filmmakers for the annual North Dakota Human Rights Film Festival and related year-round screenings.
- Works with the Festival Director to identify prospects for honored guests, artists in residence, guest directors, and curating special “event” programs for the Festival.
- Articulates the vision of the organization to the media and the community on a local, national, and international level.
- Cultivates strategic relationships with domestic and international filmmakers, distributors, sales agents, and national film promotional organizers to expand the programming opportunities for the festival.
- Generates own correspondence for programs – requests for screeners, invitations, thank you letters, and more.
- Consults and exchanges information with directors, producers, critics, programmers, distributors, and other industry professionals worldwide.
- Invites and negotiates (including the exceptional rental) for title’s inclusion in Festival presentation and year-round-programming.
- After the invitation is confirmed, coordinates all follow-through with the Festival Director and other festival teams.
- Coordinates with guest curators on special programs.
- Assists in pairing specific films with possible participating organizations or sponsors.
- Coordinate with other NDHRFF and Human Family departments to share information regarding the festival, the films, and any special needs.

Program Guide/Web Site Responsibilities

- Assists in writing and editing program notes and other text for catalogs, film guides, website, and other promotional material.
- Keeps Editor/Print Materials Manager up to date on program developments for own programs and others as need be.
- Selects stills to appear with program notes for own programs.
- Assists in the screening scheduling process for the festival.
- Assists in proofreading print materials and web site.
- Assists in making necessary changes and updates to website, as needed.

Supervisory Responsibilities

- Supervises direct volunteers to Native American Programming as needed.

Guest Services Responsibilities

- Consults with the Festival Director regarding invitations and hospitality budget.
- Coordinates with Guest Services regarding guests' special needs (hotel, per diem, interpreter, etc.)
- Hosts guests during their stay and make certain their needs are met, i.e., troubleshoot when necessary.

Publicity Responsibilities

- Strategizes with Publicity on angles for possible story pitches and/or interviews.
- Provides film notes, loglines, and other text for use in press materials and releases.
- Assists in proofreading press releases and addendums.
- Does print, radio, and TV interviews as requested.

Marketing Responsibilities

- Works with Marketing Department to develop and implement possible marketing approaches, including radio and print ads, specialty flyers, web initiatives, and other media. Provides film notes, loglines, and other text for use in marketing materials.
- Assists in proofreading radio and print ads, specialty flyers, web sites, etc.

Qualifications

This position will have a diverse list of responsibilities that require:

Must have:

- Strong oral and written communication skills
- Organizational skills
- Ability to coordinate a variety of details concurrently
- Good interpersonal skills
- Independent and self-motivated

Nice to have:

- Event production and management experience
- Volunteer management experience
- Some marketing and advertising experience

- Previous festival or film exhibition experience

Working conditions

The position can be a remote or office-based position. In-person management and presence are required for during the annual festival. Minimal travel is required the position.

While individuals outside of North Dakota are welcome to apply, priority and preference will be given to individuals who are members of one of the 5 tribes in North Dakota.

This is a contract position and hours are variable. Attendance at the North Dakota Human Rights Film Festival is expected.

Physical requirements

There are no physical requirements for the position. The candidate can work remotely or at the Human Family office located in downtown Fargo, North Dakota.

Direct reports

This position will lead the effort to recruit and manage volunteers specific to Native American programming throughout North Dakota for festival dates and events.

How to Apply and Questions

Apply for this position online at: <https://www.human-family.org/career-opportunities/>

Questions about this position or the North Dakota Human Rights Film Festival should be directed to:

Sean Coffman
Executive Director
sean@human-family.org

The provides equal opportunity for all qualified applicants and employees, without regard to race, color, religion, sex, national origin, age, disability, veteran status, gender identity, political preference, sexual orientation, marital status, citizenship, or other status protected by law or regulation.

The Human Family prohibits discrimination in any aspect of employment, including hiring, promotion, demotion, transfer, layoff or termination, rates of pay, or selection for training.

This position will remain posted until filled.