

Houston Cinema Arts Society
POSITION ANNOUNCEMENT

Position: Executive Director

Reports To: Board of Directors

Supervises: Entire Staff, Volunteers, Interns, Contract Festival Employees

The Houston Cinema Arts Society is seeking an Executive Director (ED) to lead the organization, fundraise, work with the HCAS Board to implement its strategic plan, and manage its day-to-day operations and year-round programming, including its annual Cinema Arts Festival.

About the Organization

The Houston Cinema Arts Society (HCAS) has put the nation's fourth largest and most diverse city on the map among film industry professionals, artists, and cinephiles as a premier showcase for the moving image and other interlocking forms of artistic expression. The organization celebrates, supports, and illuminates the vitality and diversity of the city of Houston by programming local and global cinema, performance, music, art, installations, multi-media and film education initiatives. HCAS's long standing goal is to help foster the development of Houston's film community and industry.

HCAS launched its inaugural five-day Film Festival in 2009. In addition to its now-annual Houston Cinema Arts Festival (HCAF), held in November, HCAS presents year round programming with an eye on growth and evolution. HCAS is proud to collaborate on many of its programs with several of Houston's finest film, arts, cultural, and nonprofit organizations, and work with international and local artists of the moving image.

HCAS also presents the CineSpace short film competition, a collaboration between NASA and Houston Cinema Arts Society offering filmmakers around the world a chance to create work inspired by, and using actual NASA footage from their archives. As part of the ongoing education outreach for students and artists, HCAS brings free "field trip" film programs with artists and filmmakers in attendance to lecture and host Q & As, to school students from all over Houston. HCAS also organizes and hosts filmmaker and artist professional workshops such as the inaugural 2019 Black Media Story Summit-Texas, a free conference for Texas based filmmakers of color, in partnership with the national film funder Black Public Media, and the Austin Film Society which took place the historic DeLuxe Theater in Houston's 5th ward.

For more information visit www.cinemahtx.org

Executive Director Responsibilities

The organization's Executive Director has the responsibility of fundraising for the organization, strategic planning and institution building for the 501 c (3) non-profit organization, working with its board of directors, advisory board, and leading the Artistic Director and staff. The Executive Director reports to the board of directors.

Responsibilities include:

- Serving as the ambassador for the organization along with the Artistic Director, and serving as the lead person for developing its brand identity, articulating a clear vision, securing funding support, and fostering audience engagement.
- Implementing an organizational strategic plan, working closely with the HCAS board and in sync with the Artistic Director.
- Functioning as lead fundraiser, cultivating individual donors, soliciting gifts, and stewarding relationships. Responsibilities will also include foundation grant writing including renewal of existing grants and pursuance of new grants, special events, and pursuit of major corporate sponsorships for the Festival.
- Recruiting, retaining, and supervising the annual and seasonal HCAS Directors and staff.
- Providing rigorous fiscal oversight and budget management for HCAS and its programs. Overseeing and maintaining efficient bookkeeping and accounting systems and providing regular financial reports at board meetings.
- Working with marketing staff and expert consultants and vendors on HCAS and program marketing and public relations campaigns including pursuit of local, national, and international media coverage, Overseeing the development of print materials and advertisements, and recruiting of sponsorship support.

Ideal Personal Profile

The ideal Executive Director will possess the following characteristics:

- Experience leading non-profit organizations and working with boards of directors.
- Extensive background in setting and executing specific fundraising goals including cultivating corporate, foundation and individual giving.
- A strong positive vision and philosophy about leadership and management of others and an arts institution.

- Knowledge of the fields of film, new media, contemporary art, performance and the ability to lead and support the vision of their Artistic Director and programming staff.
- Ability to set and meet goals and objectives while working in a small, collaborative team environment.
- Ability to multi-task and manage complex multiple venue programs and people throughout a geographic area while cheerleading and maintaining grace and humor.
- Extremely organized and able to develop detailed systems, policies and procedures.
- Excellent interpersonal and written communication skills including public speaking and presentation abilities.
- Confidence and integrity.
- Multi-venue film festival experience is a plus.
- Familiarity with the Houston arts, philanthropic, and business communities is a plus, but out of state applicants are also welcome.

Experience and Qualifications

5-10 years of non-profit experience, preferably in an arts organization

Minimum B.A., B.F.A., M.A., or M.F.A. in a related field.

Contract Position. Benefits. Salary commensurate with experience. Relocation package available. To apply, email CV and 3 references to jobs@cinemahtx.org with “Executive Director” in the subject line. No phone calls please.