



**HOUSTON CINEMA ARTS SOCIETY  
POSITION ANNOUNCEMENT  
March 22, 2021**

Position: Executive Director  
Reports To: Board of Directors  
Works With: Artistic Director  
Supervises: Employees, Contract Staff, Volunteers, Interns

Salary: \$60,000 to \$70,000 commensurate to experience, plus benefits

Houston Cinema Arts Society seeks an Executive Director to lead the organization, implement its strategic plan, and manage its day-to-day operations including its annual festival.

**About the organization:**

Houston Cinema Arts Society (HCAS) has put the nation's fourth largest city on the map among film industry professionals, artists, and film aficionados as a premier showcase for the moving image. The organization celebrates and illuminates the vitality of America's most diverse city with film, mixed media, performance and installation focused exhibition programming, as well as educational and film industry field building focused programming.

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 a variety of initiatives and programs, including a growing schedule of year-round screenings, events, educational and field building programming.

Houston Cinema Arts Festival, Houston's largest film festival, is the centerpiece of the HCAS. This multi-venue and virtual festival includes over 50 short and feature-length narrative and documentary films, live performances, music, installations, panel discussions, free programming, student/youth focused programming, and two filmmaker competitions. Since 2009, HCAF has brought such notable guest artists as Guillermo Arriaga, Euzhan Palcy, Tilda Swinton, Shirley MacLaine, Patricio Guzmán and Isabella Rossellini. Other names include Elegance Bratton, Lemohang Jeremiah Mosese, Joyce Chopra, Tracy Letts, John Turturro, Amber Tamblyn, Loira Limbal, Kimberly Rivers-Roberts, Ethan Hawke, Carrie Preston, Clement Mensah, Arthur Jafa, Robert Redford, Chuko and Arie Esiri, Joseph Kahn, James Ivory, Norris Wong, Julie Taymor, Lourdes Portillo, Akosua Adoma Owusu, and Adele Pham. The festival has also hosted Texas talents like Bassam Tariq, Richard Linklater, Channing Godfrey Peoples, Ja'Tovia Gary, Patrick Wang, Gracie Chavez, Ivette Lucas, Trey Edward Shults, Jonathan Caouette, Harrison Guy, Patrick Bresnan, DJ Red, Lisa E. Harris, Stephanie Saint Sanchez, Thomas Haden Church, Jefferson Pinder, Candice D'Meza, Ben DeSoto, and DJ Flash Gordon Parks.



Recent initiatives include presenting the Sundance Satellite programming in association with the 2021 Sundance Film Festival, Black Media Story Summit-Texas in partnership with Black Public Media and Austin Film Society, the short film competition CineSpace in collaboration with NASA, and the regional short film competition Borders | No Borders for residents of Texas, bordering states, and Mexico.

For more information, visit [www.cinemahtx.org](http://www.cinemahtx.org)

### **Executive Director Responsibilities**

The organization's Executive Director has the responsibility of strategic planning and institution building for the 501(c)(3) non-profit organization, working with its board of directors, advisory board and staff. The ED will work in concert with the organization's Artistic Director. The Artistic Director reports to the Executive Director, who reports to the Board of Directors.

- Functioning as lead fundraiser, cultivating individual donors, soliciting gifts, and stewarding relationships, with oversight of foundation grant writing, special events, and pursuit of major corporate sponsorships for the Festival
- Serving as ambassador for the organization along with the Artistic Director, developing its brand identity in collaboration with the Artistic Director, articulating a clear vision, securing funding support, and fostering audience engagement
  - Developing and implementing an organizational strategic plan, working closely with the HCAS board, as well as Artistic Director and staff
- Recruiting, retaining, and supervising the HCAS staff, including Operations Manager, seasonal festival staff, and other positions to be determined
- Providing rigorous fiscal oversight and budget management for HCAS and its Festival
- Overseeing and maintaining efficient bookkeeping and accounting systems and providing regular financial reports at board meetings
- Working with expert consultants and vendors on HCAS and Festival marketing and public relations campaigns including pursuit of local, national, and international media coverage, creating print materials and placing advertisements, and recruiting of sponsorship support

### **Ideal Personal Profile**

The ideal Executive Director will possess the following characteristics:

- Extensive background in establishing and executing specific fundraising goals including cultivating corporate, foundation, and individual giving
- Experience leading non-profit organizations and working with Board of Directors
- A strong vision and philosophy about leadership and management of an arts institution
- A knowledge of the fields of film, new media, and/or contemporary art, and the ability to support the vision of the Artistic Director and programming staff
- Ability to set and meet goals and objectives while working in a small, collaborative team environment
- Ability to manage activities at multiple venues throughout a geographic area



- Excellent organizational skills and ability to develop detailed systems, policies, and procedures
- Excellent interpersonal and written communication skills including public speaking and presentation abilities
- Confidence, integrity, and strong ethics
- 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
  - Familiarity with national arts and film programming funding, and corporate sponsors a plus as well as an understanding of the national film and field building ecosystem landscape

### **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.
- Working knowledge of current, commonly used business related software, databases, and applications, including Google Drive, Microsoft Suite, Adobe Suite, Dropbox, Quickbooks, among others.

### **How to Apply**

Email CV and references to [jobs@cinemahtx.org](mailto:jobs@cinemahtx.org) with "Executive Director" in the subject line. No phone calls please.

Houston Cinema Arts Society (HCAS) 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.

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

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