

Position: Community Relations Coordinator

Reports To: General Manager

Works With: Festival Coordinator, Volunteer Coordinator, House Managers, Executive Director, Festival Programmer, Marketing & Outreach Coordinator

Supervises: n/a

Hours: Contract, Seasonal, Part-Time

Pay: \$6,000 stipend for 10 weeks

Houston Cinema Arts Society (HCAS) is seeking a Community Relations Coordinator for our 14th annual Houston Cinema Arts Festival. The Community Relations Coordinator will assist the Marketing and Outreach Coordinator in the activities associated with establishing community partnerships, engagement, and activation for Festival events. This is an independent contractor position starting on September 19, 2022 and ending November 22, 2022. This position will be flexible and include many opportunities to work from home in October. During the Festival (November 10-17, 2022), the person in this position will need to have open availability and be comfortable working events.

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 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

Community Relations Coordinator Responsibilities:

- Conduct research on and target specific community and niche interest groups (i.e., schools, consulates, arts organizations, professional and trade groups, meet-ups) that have a connection to and affinity for the subject matter of a variety of Festival programs.
- Initiate and cultivate group contacts in order to heighten group interest and desire to participate in HCAF. Promote the Festival.
- Manage targeted distribution of complimentary tickets for specific HCAF screenings as identified by the HCAS Staff.
- Assist in event planning and coordination of food and beverage suppliers, donations, food truck parking, activation tables, and other related experiences at Festival programs.
- Create and maintain documentation and files related to outreach activities, including tracking contacts, expenses, and receipts.
- Assist Marketing and Outreach Coordinator in developing the audience survey. Coordinate with House Managers the distribution of surveys.
- Attend weekly meetings prior to the Festival.
- Submit a comprehensive wrap-up report no later than one week from the last day of the festival, and return any property of Houston Cinema Arts Society including tools, materials, receipts, vendor invoices, and electronic and hard copy files developed in conjunction with the assignment.

Experience and Qualifications:

- A working knowledge of the local arts and culture organizations in Houston, as well as a passion for film and the festival industry.
- Strong interpersonal skills and confidence forging community partnerships.
- Able to work independently, efficiently, and under deadline pressure.
- Excellent written and verbal communication skills.
- Detail-oriented and able to multitask in a fast paced environment.
- Experience in various office and graphic software applications such as, but not limited to, Microsoft Office Suite, Google Suite, Adobe, Streamyard, and Zoom.
- Access to a vehicle preferred.

Considerations regarding COVID-19:

Houston Cinema Arts Society is strongly committed to the health and safety of our patrons, volunteers, and staff. As such, we will be requiring all Festival Staff to follow our COVID-19 Safety Manual and adhere to the safety protocols outlined by our partner venues. Any Festival Staff may be asked for their Vaccination Status at any time, and unvaccinated staff members will be required to submit to screening questionnaires, temperature checks, and regular testing for COVID-19.

HCAS Commitment to Diversity and Inclusion:

Houston Cinema Arts Society is an Equal Opportunity Employer. We are committed to bridging cultural gaps and creating an environment of inclusion and equity for all. As such, HCAS does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, and people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.

How to Apply:

Please send your resume and cover letter to jobs@cinemahtx.org with the subject line “Community Relations Coordinator Application” + your first and last name.