



CALIFORNIA
FILM INSTITUTE

EDUCATION DIRECTOR JOB ANNOUNCEMENT

The California Film Institute (CFI) is seeking an experienced and exceptional leader with a film or arts education background to become the director of the CFI Education program at this internationally respected nonprofit arts organization.

CFI celebrates film as art and education by presenting the acclaimed Mill Valley Film Festival and exhibiting independent and international films, documentaries, and classic films year-round at the stately Christopher B. Smith Rafael Film Center. The CFI Education program works with San Francisco Bay Area schools and community groups to inspire appreciation for film, instill greater global and intercultural awareness, and create filmmaking and storytelling skills among youth. The Education Director will have the lead role in guiding a strategy for and the implementation of a plan to enrich the CFI Education programs and build premier youth development opportunities through film.

TO APPLY

Email your resume and a cover letter summarizing your qualifications for the position to: dcallihan@cafilm.org. Include in the subject line: "CFI Education Director Search."

POSITION OVERVIEW

Reporting to the Deputy Director and working closely with the Founder/Executive Director and CFI team, the Education Director oversees and promotes the development of the education programs of the California Film Institute and builds and maintains relationships with the education community and program funders. For current education program offerings, see [CFI Education](#).

RESPONSIBILITIES

Program Development

- Create film and filmmaking education programming consistent with CFI's mission and strategic vision
- Develop strategies and plans for the growth and deepening of CFI Education programs
- Develop concepts and designs for funding proposals

Service Delivery and Supervision:

- Ensure the development of appropriate program strategies, frameworks, and curriculum plans
- Develop procedures and policies for safe and effective operation of the overall program
- Supervise the program coordinator, contractors, and interns and provide performance evaluation for all positions within the program
- Serve as a champion for education programs within CFI, ensuring the seamless integration with the operations of the Smith Rafael Film Center and the Mill Valley Film Festival, and maintaining congruence with the CFI mission and strategic vision
- Deliver presentations, serve as emcee for films and events, and facilitate panel discussions
- Secure agreements with presenters, vendors, and contractors

Outreach and Community and School Relationship Development

- Develop and oversee the school and student recruitment plan
- Establish and maintain communication with educators and youth-serving organizations about the program
- Facilitate partnerships with appropriate public and private organizations that provide services to students and families to broaden the impact and reach of CFI Education services

Reporting, Administration, Evaluation

- Establish a system for evaluating programs and content to measure satisfaction and effectiveness
- Develop and maintain records needed for program administration
- Monitor program budget and provide needed information for financial reporting

DESIRED QUALIFICATIONS

- Minimum of Bachelors Degree, preferably in education or a related field
- Experience with arts education programming, especially cinematic arts, for youth in community and school settings
- Experience as a strategic thought partner with the ability to engage in creative, entrepreneurial thinking and to execute to operationalize strategies and new initiatives
- Experience working with artists and teachers
- Excellent supervision and people-management skills and a proven ability to mentor, motivate, and support through inclusive leadership practices and collaborative problem solving; able to maintain professional demeanor in a fast-paced environment
- Demonstrated ability to lead and energize multi-disciplinary work teams to respond to needs and get results
- Strong commitment to supporting youth and ability to translate youth development theory into practice
- Excellent communication skills, including presentation interpersonal skills
- Able to work evenings and weekends as needed (for film premiers, during the Mill Valley Film Festival, etc.)

This position is required to complete a Live Scan criminal history background check through the California Department of Justice.

SALARY AND BENEFITS

Salary will be commensurate with experience. This position is up to full-time with benefits.

CFI is an equal opportunity employer and makes employment decisions on the basis of qualifications. CFI policy prohibits unlawful discrimination in any employment decision based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sexual orientation or any other basis protected by federal, state or local law or ordinance or regulation.