

Festival Producer for the 2014 Big Sky Documentary Film Festival

Job Summary

The Festival Producer is responsible for the business operation, staff management, planning, and roll-out of the Big Sky Documentary Film Festival, which will be held in February 2014.

Applicants must be available to start work no later than September 1, 2013.

The Festival Producer role requires strong organizational leadership to maximize existing strategies and develop new directions, while conducting the festival administration in an efficient, effective manner and in accordance with policies set by the Big Sky Film Institute Board of Directors. The Festival Producer is the chief operations staff member and is the public "face" of the event.

Functions and Responsibilities

- Work with festival staff in programs and development management.
- In conjunction with festival staff, plan and execute the annual Big Sky Documentary Film Festival.
- Branding and marketing of BSDFF locally, regionally and nationally.
- Creating and fostering relationships with partners and sponsors.
- Work with development team in building and maintaining relationships with major donors and business sponsors.
- Represent the organization in the local community and in the media.
- Foster positive, productive relationships and teamwork among staff, board and volunteers.
- Create and implement annual marketing initiatives to target markets and identify strategies for developing filmmaker, film industry, and audience participation.
- Facilitate meetings and participation of the Board of Directors

Ideal Qualifications

- Excellent written and oral communication skills, including public speaking.
- A knowledge of the fields of film, video, and new media.
- Experience with financial management in a small corporation.
- Demonstrate ability to work with a governing board
- Ability to lead and motivate staff and volunteers
- Minimum B.A., B.F.A., M.A., or M.F.A. in a related field

Compensation

To be determined based on candidate experience and availability.

How to Apply

Applicants should submit:

- resume
- brief introductory letter
- a minimum of two professional references

Please send only the requested information, to info@bigskyfest.org with the subject "Festival Producer Application." We will request additional information if necessary.

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About the [Big Sky Documentary Film Festival](#)

Now in its 11th year, The Big Sky Documentary Film Festival (BSDFF) is the largest cinema event in Montana and the premiere venue for non-fiction film in the American West. The 2013 BSDFF drew an audience of 20,000 and received nearly 1000 film entries from every corner of the globe. The BSDFF offers a unique setting for filmmakers to premiere new work and for audiences to see innovative new films, as well as classics in the genre. The festival hosts over a hundred visiting artists, and presents an average of 140 non-fiction films annually at multiple venues in downtown Missoula, including the Crystal Theater, Top Hat Lounge, and the historic 1000-seat Wilma Theater. In addition to screenings, events include panel discussions, workshops, pitch sessions, parties and receptions.