

# Apply: Executive Director, FilmPEI

FilmPEI is seeking a dynamic and experienced leader for the role of Executive Director.

- Deadline to apply: January 3, 2022
- Term: Full-time permanent (some early mornings, evenings, and weekends to attend program/events)
- Location: Charlottetown
- Reports to: President, Board of Directors
- Anticipated start: February

## Organization Description

FilmPEI is a unique, hybrid film-focused organization dedicated to building a thriving ecosystem in PEI.

Building on its 40-year history, FilmPEI strives to support and encourage filmmakers at all levels and provides the space, resources and infrastructure to inspire excellence in film, video and new media projects.

As an innovative and socially conscious film industry association and media arts cooperative, FilmPEI is focused on growing vibrant careers and developing a thriving sector. The organization fosters film production on PEI by providing infrastructure training, communication, advocacy and opportunity creation.

Currently, the Film Industry on PEI is experiencing a period of rapid growth and this trend is expected to continue over the coming years. This is requiring FilmPEI to grow to support the needs of the filmmaking community.

The organization's objectives are:

- To provide mentorship, training, equipment, infrastructure and a safe space for filmmakers and media artists to learn, share, exchange ideas, and hone their craft.
- To facilitate the production of Island films that showcase a diversity of voices and experiences - through training, mentorship, equipment and studio rentals, production grants, etc.
- To create opportunities to build the filmmaking industry on PEI
- To encourage the entrepreneurial, economic, and business aspects of professional filmmaking
- To represent the interests of FilmPEI members with government, key stakeholders and the general public.
- To serve as an information hub about festivals, publications, conferences, grants, websites and any other sources of information about the media arts.

## Job Description

FilmPEI is looking for a dynamic and experienced leader to play a pivotal role in the continued growth and impact of the organization. FilmPEI's goal is to grow to meet the changing needs of its members. This will include providing new services and expanding the organization's infrastructure which will require developing new business models and revenue streams. This is an exciting opportunity for a passionate leader to join a growing organization and advance the needs of its members.

The Executive Director is responsible for the day-to-day management and leadership of FilmPEI. The ED will work closely with the Board of Directors to establish strategic priorities, and devise operational plans

and programming to achieve the organization's objectives and support its mandate. The position has a broad and diverse range of operational and executive responsibilities, requiring a comprehensive skill set that combines practical, analytical and strategic approaches, communications expertise, along with proven leadership competencies. The Executive Director will engage with a wide range of stakeholders requiring a nuanced, tactful and professional approach to consensus building.

## Key Responsibilities

Reporting directly to the Board of Directors through the Chair, the Executive Director's key responsibilities include:

1. Managing the operations and growth of FilmPEI to comply with the organization's mission, vision and values.
2. Strategic planning & Implementation; recommends policies and programs towards achieving FilmPEI's vision and strategic direction with a focus on member benefit.
3. Human resources management. FilmPEI currently has a core staff of three permanent, full time positions - Executive Director, Operations Manager and Technical Director. This is regularly augmented by term employees and project contractors as resources become available..
4. Leading the management team in the creation, planning, delivery and execution of new and existing programming and events.
5. Revenue generation (drafting grant proposals and fundraising); cultivation & stewardship of strategic partnerships, donors and corporate sponsors.
6. Financial management including cash flow, grant funding, budgets, year-end projections, etc
7. Cultivation & stewardship of strategic partnerships and donors, including government and corporate sponsors.
8. Overseeing communications & engagement with members, liaise with government, industry stakeholders, and media; and represents the organization as a spokesperson
9. Staying abreast of relevant filmmaking trends, funding programs and other activities that will impact the PEI film community.
10. Ensuring that PEI film professionals have the skills to take full advantage of industry employment opportunities.
11. Actively pursuing business development opportunities for the organization and the film community as a whole.

## Candidate Requirements

The ideal candidate has demonstrated experience in successful management of not-for-profit organizations, alongside an understanding of the cultural and political issues relevant to the Canadian film landscape. The candidate will be practically skilled at interpersonal relations, consensus building, negotiation, and creative problem solving. The candidate has a demonstrated ability to drive and manage organizational growth. The candidate is flexible and comfortable overseeing employees, multiple projects, and community partnerships (public and private), and excels in communications. The candidate must have a proven record of building meaningful diversity, equity, and inclusion into workplace settings and dynamics, including: reconciliation and anti-racism; class, disability, gender, sexuality, and age equity.

- Minimum 5 years of Executive Director experience or in a senior management and supervisory role.

- Demonstrated experience developing and managing operating and project budgets, and possesses an understanding of accounting procedures.
- Experience in leading a not-for-profit organization, in either a management or board capacity.
- Supervisory experience and the demonstrated ability to lead, motivate, and support staff and volunteers.
- Successful track record with funding applications and securing corporate sponsorships; experience implementing a fundraising program and ability to build a culture of philanthropy within an organization.
- Excellent oral and written communication skills, including effective presentation skills, and comfortable dealing with media.
- Ability to plan, organize and prioritize work, handling multiple projects at one time with a high degree of efficiency and thorough attention to detail.
- Knowledge of, and experience in, the Canadian screen-based industry.
- Experience developing professional development programs and event management.

## Assets

- Knowledge of the PEI film ecosystem
- Bilingualism would be considered an asset
- Knowledge of marketing and communications strategies

## Compensation

Base salary range is \$55,000-\$70,000 commensurate with experience. Out-of-province relocation fees will be considered.

## More Information

Please direct all questions to: [filmpeiapplications@creativepei.ca](mailto:filmpeiapplications@creativepei.ca)

All answers will be posted in the FAQ section on the Executive Direct Job Posting page on FilmPEI's website: <https://www.filmpei.com/executive-director-job-posting/>

## Application Details

Qualified candidates should send their cover letter and CV as attachments in an email to: [filmpeiapplications@creativepei.ca](mailto:filmpeiapplications@creativepei.ca)

Only candidates selected for an interview will be notified.