



**Rocky Mountain Women's Film (RMWF) builds community around film by elevating the voices of women and others who are often unheard and unseen.** Every fall we present the annual Rocky Mountain Women's Film Festival, the longest-running women's film festival in North America, as well as other events and screenings throughout the year. Read more about our programs on our website: <https://rmwfilm.org/more-than-a-festival/>

We have a small staff, which is supported by a dedicated crew of volunteers.

## **POSITION: FILM SUBMISSION COORDINATOR**

### JOB SUMMARY

We are seeking a motivated, highly organized individual who will play an essential role in coordinating the ordering, tracking and distribution of all films being considered for the Rocky Mountain Women's Film Festival.

### PRIMARY RELATIONSHIPS

This position reports directly to the Artistic Director. Within RMWF, the position has primary working relationships with all members of the Film Selection Committee.

### KEY RESPONSIBILITIES

#### **Submission Management**

- Facilitate the ordering of all films as requested by members of the Film Selection Committee
- Oversee the intake and tracking of all film submissions via Submittable
- Ensure all submissions meet eligibility requirements and are properly categorized
- Maintain accurate records of submission status, materials, and communications

#### **Filmmaker Communication**

- Serve as the main contact for filmmaker inquiries regarding submissions, deadlines, and requirements
- Draft and send confirmation emails
- Communicate clearly and professionally with a diverse, international filmmaker community

#### **Programming Support**

- Coordinate the assignment of screeners to the Film Selection Committee
- Track reviewer assignments, progress, and scoring

## Data & Systems Management

- Maintain submission databases and ensure data integrity
- Update and maintain evaluation platform (Survey Monkey)
- Generate reports on submission numbers, trends, and demographics as needed

## WHO YOU ARE

- An enthusiastic self-starter with a commitment to the mission and vision of RMWF
- An ability to collaborate and contribute to an inclusive environment
- A highly organized, detail-oriented data manager
- A strong oral and written communicator
- An independent, responsible and responsive team member
- Willing to work a variable schedule
- Computer literate in word processing, spreadsheet management, and web-based content (e.g. Google Drive, Survey Monkey and other shared tools)
- Able to manage applicant or content submissions in a web-based system

## JOB TYPE/DETAILS

- Part-Time/Seasonal (now through roughly August 10)
- Hours: Flexible, but will average 5-6 hours per week
- Work location: Primarily remote, with occasional in-office or Zoom meetings
- Compensation: Hourly Rate: \$20

## TO APPLY

Please email a letter of introduction and resume to Nicole Nicoletta, Executive Director:  
[nicole.nicoletta@rmwfilm.org](mailto:nicole.nicoletta@rmwfilm.org)

*Rocky Mountain Women's Film is an equal opportunity employer. We celebrate and respect diversity and are committed to creating an inclusive environment for all employees. We do not discriminate in employment on the basis of race, color, religion, sex (including pregnancy and gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.*