

Technical Director

Position Overview

Title: Technical Director

Reports to: Executive Director

Status: \$35/Hourly, Nonexempt

Rocky Mountain Women's Film (RMWF) is looking for a Technical Director to support the Executive Director and Artistic Director with event planning and operations, and IT support for the organization as a whole.

Essential Duties

IT Support

- Manage the website, database, email, and e-commerce facilities
- Research and implement software and hardware applications specifically related to film festival management and film screening technology
- Develop documentation in support of all operations, including development of best organizational processes, data collection and entry, and training material
- Strategic planning for technical solutions, including the research, testing, and implementation of new solutions to ensure professional screening experiences and streamlined office processes

Technical Management

- Support Artistic Director on the following: access to films for the purpose of previewing including the film selection committee, RMWF volunteers, the Youth Outreach Program, and other community previewers.
- Oversee all technical aspects of RMWF events (AV, web updates, coordination with vendors, etc.)
- Liaise with projectionists at each Festival venue
- Assist with house and projection operations during festival
- Maintain print tracking database
- Track shipping and receiving of all exhibition tapes, including origin, carrier, tracking number, theater assignment, and post-festival destination
- Keep track of all additional screeners, EPKs, press materials, production stills and screening contracts
- Continual reporting of print status and usage before and during film festival
- Oversee QC of all exhibition tapes
- Timely delivery of exhibition tapes to and pick up from Festival venues
- Maintain shipping costs within Festival budget

- Work with shipping companies to import and export films
- Timely return of all exhibition tapes

Office Screen Equipment

- Maintain screening equipment including projector, receiver, blu ray, screen, and speakers
- Provide training for those using the equipment and provide written materials as needed
- Be available to attend a portion of screening events at the office to provide AV support and training to RMWF volunteers

Pop-up Screening Equipment

- Maintain screening equipment including projector, laptop(s), Playback Pro licensing, screen, sound system, and additional cables and cable bag.
- Provide training for those using the equipment and provide written materials as needed ●
- Be available to attend a portion of community screening events to provide AV support

Office Administration

- Oversee management of Film Library on the website
- Participate in staff and Corps meetings and trainings
- Actively participate in strategic planning, volunteer management, and issues that overarch RMWF operations

Other job duties as assigned by the Executive Director and as they relate to the above job description.

Required Qualifications

- Passion for the mission of RMWF
- Technical competencies must include proficiency in Microsoft Office (Word, Publisher, Access, PowerPoint, Excel), Adobe Photoshop, Wordpress, Constant Contact, CRM platforms, Submittable (or similar film submission management program), Google Docs and Airtable. Database management. Must be comfortable editing and modifying website including taking the website to the next level with accessibility
- Strong project coordination skills with the ability to successfully multitask and manage multiple projects simultaneously and under pressure, sometimes under tight deadlines
- Excellent interpersonal skills, with the ability to interface and communicate effectively with a wide variety of constituencies: volunteers, sponsors, filmmakers, distributors, technical staff and attendees
- Excellent writing and speaking skills, including accurate grammar, spelling, and punctuation
- Willingness to learn and remain current on film projection technology
- Ability to work independently
- Outstanding organizational skills a must
- Must reside in El Paso County

Schedule and Other Conditions

- The schedule and hours for this position fluctuate depending on organization needs. At certain times, including prior, during, and post Festival and special events, the schedule may involve longer hours, with work on nights and weekends.
- The employee will work from home, at the RMWF office, and other locations as assigned. The employee will need to have reliable transportation, include a vehicle to run errands, attend off-site meetings, and support event operations.
- RMWF may modify this job description, including the job duties listed, at any time. This job description is not intended to be a contract of employment (expressed or implied).
- Employment in this position is at-will employment, which means that either the employee or RMWF may discontinue employment at any time, with or without cause and with or without advance notice.

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.