



## **DIRECTOR OF FILM**

### **ABOUT JAPAN SOCIETY**

Japan Society is the premier organization connecting Japanese culture, business, and society with audiences in New York and around the world through innovative programs in arts and culture, public policy, business, sustainability, and education, online and on-site at our headquarters in a landmarked New York City building. Since 1907, our mission has been to promote mutual understanding and *kizuna* – forging deep connections – between the U.S. and Japan, by convening critical conversations, championing future creators, and serving as a trusted guide to the abundance of Japan. We are committed to strengthening connections within our community and building new bridges beyond.

### **DESCRIPTION:**

The **Director of Film** (DoF) leads the programmatic direction of Japan Society Film and serves as its lead ambassador. Reporting to the Chief Program Officer and working closely with outside consultants and guest curators, DoF is responsible for the implementation of year-round film programming at the Society, including: 1) Monthly Classics series; 2) at least two curated repertory film series; and 3) annual *JAPAN CUTS: Festival of New Japanese Film* (27-30 feature films). Overall responsibilities include: program planning; film print sourcing; securing screening rights; promoting film screenings and activities; budgeting & tracking finances; coordinating fundraising; guiding marketing strategy for audience build-up; programming for both in-house screenings as well as streaming options; and overall management of in-house and outside personnel who work for JS Film. Responsibilities also include attendance at film festivals featuring Japanese filmmakers; representing JS Film at industry events in speaker roles; identifying and hosting high-profile film directors and actors to bring in for events.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following.

#### **1. PROGRAM PLANNING:**

- Oversee all aspects of film programming, including curatorial, creative, and administrative;
- Research, identify and hire the guest curators, programmers, and collaborators;
- Present ideas and concepts of film series, screenings and events to management for approval;
- Supervise and hire collaborators and specialists to maintain the vision and highest level of quality;
- With the assistance of the Film Programmer (FP) research and identify print sources, clear rights of films/videos, negotiate rental fees with distributors/lenders prior, and book prints;
- Finalize line-up of titles for the film series, screenings and film events and implement them;
- With the assistance of FP, negotiate with talent management and/or distributors to invite special guests to attend screenings or festivals;
- Form a programming team for *JAPAN CUTS* festival and co-program the festival through discussion with the members of the team;
- Research and watch films, both classic and contemporary, to develop future programming ideas;
- Act as the face of JS Film both internally and publicly

#### **2. PRODUCTION OF FILM/VIDEO SCREENING**

- Supervise and instruct FP in the preparation of prints and videos for shipment, and make necessary arrangements with domestic/international shipping companies and customs agents
- Along with FP, supervise overall aspects of the Society's public screening
- Supervise and instruct FP to prepare and project in-house subtitles during the screenings with the cooperation of hired projectionists and techs;
- Supervise FP to oversee the maintenance of the projection booth and all film-related equipment;
- Work with events planner to ensure hospitality measures for guests;
- Introduce film screenings and moderate post-screening Q&As when needed and appropriate
- Work with the Development team to handle and greet donors and special guests attending the screenings;



### 3. FUNDRAISING

- Work with Society's Development dept. to prepare grant applications and reports for funding organizations; research fundraising opportunities both in the U.S. and Japan;
- Maintain communication with ongoing JS Film funders, including grant organizations, major individual donors, and corporate sponsors;
- Support Development team's preparation for proposals for corporate sponsorship opportunities;
- Support CPO and Development dept. to plan, develop and implement patron cultivation events;

### 4. MARKETING and PROMOTION

- Establish marketing and outreach strategy to cultivate audiences for each film series and screening;
- Supervise and instruct FP's gathering all necessary PR material from distributors to create and implement promotional materials for the film series, screenings and events; co-write film descriptions
- Coordinate with Marketing on cross-promotion opportunities and drafting of press releases.

### 5. OUTREACH

- Develop collaborative relationship with other local/national film presenters/institutions, for reasons such as, but not limited to, co-presentation, cross promotion, and U.S. tours of the Society's film series, cost sharing for inviting directors and/or actors from Japan, etc.;
- Prepare proposals and contracts with collaborative presenters/institutions;
- Establish and maintain relationships with key film community professionals both in Japan and the U.S. as well as the rest of the film community throughout the world;
- Communicating with CPO and Development dept. and/or outside consultant, plan, develop, implement Special Events for various purposes such as patron cultivation and press screenings, etc.

### 6. PROGRAM-WIDE COORDINATION

- Handle public and professional inquiries related to JS Film;
- Assist FP in the recruitment, instruction, training and supervision of JS Film interns and volunteers;
- As mentioned above in each respective area, lead, work with, and/or supervise FA.
- Report to and update CPO, as necessary, on JS Film series and line-ups, all marketing efforts, events and ticket sales.
- Report to Programs, as necessary, on JS Film series and line-ups
- Together with Program Office, develop budget for seasonal programming, and prepare in-house budget forms to obtain the Society's Board approval;
- Monitor budget in order to maintain expenditure and revenue;

### QUALIFICATIONS:

- Substantial knowledge of Japanese cinema, including, but not limited to, classic films, contemporary films, and documentary films.
- Professional experience in a related non-profit organization
- Master's degree in a related field is preferred, but not required
- Minimum of 8-10 years of professional experience in a related organization.
- Previous experience with the exhibition of 35mm, 16mm, and digital film formats.
- Familiarity with and interests in international cinema, and the film industry.
- Strong writing skills in English. Bilingual ability of English and Japanese is a plus.
- Highly organized and able to multi-task in a fast-paced work environment.
- Excellent research, writing and communication skills
- Familiarity with basic Microsoft Office programs (Word, Excel, PowerPoint).
- Able to work extended hours, including evenings and weekends as required.

**To Apply:** Email your resume and cover letter to the Chief Operating Officer, at [jobs@japansociety.org](mailto:jobs@japansociety.org).