Title: **Steeltown Director**

The Steeltown Director is responsible for leading the creation, implementation and marketing of education and filmmaker support programs. This position requires a high level of knowledge of digital media arts production, curriculum, youth development programming, and student-centered, project-based learning. It also requires a "partnership" approach to business development, and interpersonal and relationship building skills conducive to working in a small team-based environment.

**Responsibilities include but are not limited to:**

- Develop, launch, manage and set the vision for the programs, Steeltown Film Academy (SFA) and Steeltown Film Factory (SFF) and all of the programming encompassed therein.
- Collaborate closely with key members of the leadership team to develop and execute strategic goals for the program that fit with the overall strategy of the organization.
- Develop an operational framework with curriculum, program outcomes and budget based on analysis of needs, as well as a program evaluation and impact reporting.
- Have significant input into hiring, managing, and supervising program coordinators, teaching artists/assistants, interns, and student employees.
- Collaborate with external partners and contractors to build visibility of the program and maximize enrollment/partner opportunities.
- Serve as liaison for local education consortia, arts groups, potential employers for graduates, etc.
- Implement and manage a cohesive pathway from education to employment in digital media arts.
- Manage and implement partnership agreements with other organizations related to the entertainment industry as necessary.
- Coordinate and supervise the implementation of multiple public events throughout the year to encourage attendance in SFA and awareness of the organization (including but not limited to: Open Houses, Annual Film & Media College Fair, Remake Learning Days Event, etc.)
- Assist and contribute meaningfully to communications, marketing, fundraising.
- Collaborate with other WQED project managers to leverage partnerships, opportunities and growth.
- Other projects and assignments as warranted.

**WQED/Steeltown Film Academy:**

- Ensure the quality of Film Academy curriculum implementation internally and across all partners.
Develop and maintain relationships with schools and community organizations.
Communicate the value of the program via prepared estimates and proposals and contracts/MOUS and close on these contracts in a timely manner.
Develop relationships with potential clients for the Teen Film Crew – pitch, prepare estimates, close on contracts for promotional videos.
Mentor Teens and Teaching Artists in relationship building and client satisfaction.
Manage Teaching Artists to become high quality mentors/teachers focusing on the development of hard and soft skills for each individual student through leadership and external professional development opportunities.
Participate in regular meetings and mentoring with the Reel Teens.

**WQED/Steeltown Film Factory:**

- Develop, launch, track, and manage programs that support local filmmakers through mentoring, education, networking and resource & referral.
- Manage WQED/Steeltown Workshop Series by coordinating independent instructors and their curriculum, providing a registration and marketing framework, and ensuring successful implementation of said workshops.
- Manage and coordinate Crew Connect networking events quarterly with other community partners.
- Manage fiscal sponsorship with filmmakers.

**Required education and skills:**

- Leadership and management experience in youth services or K-12 educational setting and in video/digital media production.
- Bachelor’s degree or at least 10+ years equivalent experience in digital filmmaking and/or education.
- Ability to articulate a vision about preparing youth for the future and artists for industry—from social, economic, cultural, and personal perspectives—to partners, funders and the community.
- Expertise in working with students and adults of various backgrounds including but not limited to socioeconomic, racial, gender, and ability.
- Highly positive and enthusiastic working style that is transparent, encouraging, and capable of motivating others.
- Skills and energies to build a team and lead effective staff development and training.
- Relationship management skills and experience in fostering a team approach to youth development and creating collaboration among partner projects and organizations in youth development.
- Excellent project management, planning and written and verbal communication skills.
- Experience with and/or understanding of the application of digital media technology to educational programs for youth in nonprofit or K-12 settings.
- Proficient in Microsoft Office, as well as G-Suite tools.
- Adaptability in becoming proficient in evolving industry technology as needed.
- Ability to exercise extreme care and caution in handling confidential information.
- Strong organizational and time management skills with attention to detail and ability to manage multiple priorities.
- Good problem-solving skills, flexible and creative thinker, with a positive attitude.
- Must have or have applied for PA Child Abuse History, PA Criminal Record Check and FBI Criminal Background Check Clearances.
• Teaching and/or non-profit experience is a plus but not required.
• Transportation to offices at WQED headquarters in Oakland, as well as to various locations and sites as needed for client work and educational engagements.
• Ability to work some weekends and evenings for programming and events.

Candidates should send a resume and cover letter with salary requirements to careers@wqed.org. No Phone Calls Please.

WQED is an Equal Opportunity Employer
with leadership and a culture that supports diversity and inclusion