



## **Assistant Executive Director, Maine Film Center**

Full-Time, Exempt Status

Reports to: Executive Director, Maine Film Center

The Assistant Executive Director of the Maine Film Center (MFC), a division of Waterville Creates! (WC!), serves as a valuable member of our organization and is responsible for providing development, planning, and event support to the Executive Director. The Assistant Executive Director works collaboratively within the community and alongside the WC! team to promote and support MFC's strategic initiatives.

### **Essential Duties/Responsibilities**

- Work within the local and statewide business community to solicit advertisements and sponsorships for MFC year-round publications and programs; promote and secure facility and event rentals at Railroad Square Cinema.
- Assist in planning and executing fundraising campaigns, membership programs, and other development initiatives as required.
- Serve as a highly visible ambassador for MFC programs by participating on committees, introducing films and film events, and attending professional networking events.
- Take a leadership role in the planning and hosting of the Maine International Film Festival.
- Collaborate and lead on key organizational mission objectives, especially audience expansion and diversification. With education and outreach staff, engage with high school/college students, community groups, and local organizations to recruit new patrons and members.
- With WC! staff, produce events (e.g., parties, membership events, sponsor luncheons, volunteer trainings) and work with renters, contractors, and stakeholders to ensure quality program delivery.
- Serve on the Director's teams of MFC and of WC!, offering data-driven input on key collaborative and strategic priorities. Liaise with marketing and programming teams.
- Keep informed of industry trends affecting film exhibition, education, and production.
- Perform other duties as required.

### **Knowledge/Skills/Experience Requirements**

- Working knowledge of film exhibition and/or production; knowledge of film history strongly preferred.
- Superior organizational and time management skills. Ability to self-motivate and work independently with attention to detail and high degree of accuracy.
- Experience in cultivating, soliciting and stewarding donors.
- Highly collaborative approach to problem solving and project planning.
- Ability to work with diverse audiences and cooperatively with all members of the WC! organization.
- Excellent oral and written communication skills; public speaking experience strongly preferred. Strong interpersonal, customer service, and team building skills.
- Exceptional computer skills including Microsoft Office (required) and Adobe suite (preferred). Ability to become adept with new platforms and applications.
- Strong ability to analyze, innovate, and develop improvements to existing processes.
- This position typically requires evening and weekend work and communications with staff and, when necessary, the expectation of extensive availability for important events throughout the year, including the Maine International Film Festival.

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- Bachelor's degree or higher preferred.
- Valid driver's license required.
- Criminal background check required.

#### **Physical Demands/Conditions/Requirements**

Work is performed in a general office and cinema environment. Light lifting (up to 50 pounds) required. Full range of physical mobility including walking, sitting, standing, stooping, carrying, reaching and manual dexterity is required. Computer use, involving repetitive hand/wrist motion, is also necessary.