



Job Title: Community & Education Manager
Location: Charlotte, NC
Organization: The Independent Picture House
Reports To: Executive Director
Position: Full-Time
Anticipated Start: February 28, 2025

About Us:

The Independent Picture House is a non-profit community cinema that screens diverse, international, arthouse and independent film focused on educating, engaging, and enabling individuals through the powerful medium of film. We aim to create a vibrant and welcoming cultural hub that connects filmmakers, audiences, and the broader community through unique programming, events, and space rentals.

Position Overview:

The Community & Education Manager will play a key role in advancing our mission by overseeing and coordinating all operations related to facility rentals, community outreach and programs, and educational initiatives. This position will include both onsite and remote work and candidates must be able to work flexible hours including evenings and weekends.

Key Responsibilities:

1. Facility Rentals Management:

- In partnership with the Marketing & Volunteer coordinator, develop marketing strategies to promote rentals of all auditoriums and the pre-event space for private events and screenings, increasing rental income.
- With the support of the operations team, manage all aspects of facility rentals, ensuring smooth logistics, setup, and execution of events.
- Cultivate and maintain strong relationships with past and prospective renters to ensure continued collaboration and repeat business. Proactively engage with renters to understand their needs, provide exceptional customer service, and encourage long-term partnerships.

2. Community Programs Coordination:

- With direction from the Collaboration & Education committee, manage the Community Impact Film Series: coordinating film selection and filmmaker participation; securing local organizations for panels and resource fairs; coordinating event logistics.
- In conjunction with the Director of Development and Creative Director, organize and lead the Indie On Wheels program, coordinating film selections, outreach efforts, and event logistics.
- With direction from the Creative Director and Marketing team:
 - i. Facilitate monthly Film Community Gatherings, fostering community among local film industry talent
 - ii. Facilitate annual filmmaker awards
 - iii. Assist with IPH talkbacks/post-screening

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3. **Educational Programs Development and Coordination:**
 - With direction from the Collaboration & Education committee, develop IPH's educational programming and coordinate and facilitate 3 new educational programs for 2025
 - Build and maintain relationships with community organizations, schools, and local filmmakers to enhance program reach and impact.
4. **Budget and Reporting:**
 - Assist in overseeing budgets for facility rentals, community programs, and educational initiatives, tracking income, expenses, profitability, and reporting outcomes to leadership.
 - Gather feedback and assess the impact of programs through surveys and community engagement metrics. This information will be utilized by the Development department when securing funding.

Preferred Qualifications:

- 3-5 years of experience in program management, community outreach, or event coordination, preferably in a nonprofit or arts organization.
- Excellent communication and interpersonal skills, with the ability to engage diverse audiences.
- Interest in collaboration and ability to build and maintain community relationships and partnerships.
- Strong organizational skills and attention to detail, with the ability to manage multiple projects simultaneously.
- Proficiency in budget management and program evaluation.
- Preferred (but not required) experience in HoneyBook, Point of Sales and G-Suite (Google Sheets, Google Docs, Google Calendar)
- Passion for independent cinema and community engagement.

To Apply:

Please submit your resume, a cover letter detailing your relevant experience, and examples of previous programs or events you've managed to brad.ritter@iphclt.org by January 31, 2025.

At The Independent Picture House, we are committed to creating a diverse and inclusive environment. We welcome applicants from all backgrounds and identities. We believe that diverse perspectives enrich our organization and enhance our mission.