

Position Title: **Assistant Curator of Film**

Reports to: Curator of Film

Summary: Plan, coordinate, promote, and implement moving image screenings for year-round in the Speed Cinema representing a range of aesthetic, cultural, and historical material. This includes the support of the Speed Cinema's exhibition, marketing, community/academic engagement, advancement, marketing/audience development, and related administrative work. The program has a strong history in presenting work to address social/racial justice, international cinema, restorations, expanded cinema, independent/art house cinema, supporting the professional development of local filmmakers, and activating the engagement of audiences.

FLSA Status: Exempt

Position Highlights:

- Write and edit film schedules, and other written materials for publication in collaboration with the Marketing and Communications Department.
- Cultivate and maintain active relationships with filmmakers, film distributors, film archives, film festivals, cultural organizations, and relevant professional organizations in the field.
- Organize and produce Cinema + activities in the Speed Cinema including but not limited to in-person appearances by a variety of film professionals, musical accompaniments, lectures, scholarly symposia, partnerships, and community panel discussions.
- Work with the Advancement department on events and education activities for Speed Cinephiles and Speed Cinema Producers as well as work on specific grant proposals and sponsorships.
- Develop and maintain collaborative and respectful with Curatorial, Learning and Community Engagement, Membership, Advancement, Guest Experience, and other museum departments as required.
- Represent the museum to preview new work, develop contacts, and gather research materials at specified film festivals and conferences.

Qualifications:

- 3 years minimum experience curating films for a museum, university, festival, or cultural organization.
- Bachelor's degree required, preferably in film and/or media studies or arts related field, advanced degree preferred, with strong research skills. multiple projects and deadlines. Exemplary professional demeanor and strong interpersonal skills with staff, artists, museum visitors, trustees, donors, media, and volunteers. Ability to work nights and weekends required.

Essential Skills:

- Demonstrated knowledge of and experience with international arts, film, and cultural organizations.
- Proven ability to meet attendance and revenue targets.
- Outstanding verbal and written communication skills.
- Excellent organizational skills

Physical Requirements:

Ability to complete the following tasks with/without reasonable accommodations so the requirements of this position can be fully met:

- Extensive use of telephone and computer throughout the workday.
- Must be able to remain in a stationary position during shift.
- Ability to access merchandise, supplies, etc. intermittently throughout the workday.
- Communicates using English language.
- Sees and hears or uses prosthetics that will enable these senses to function adequately so that the requirements of this position can be fully met.
- Move equipment, supplies, etc., up to twenty-five (25) pounds occasionally.
- Work from various locations so the requirements of this position can be fully met.

Position Type/Expected Hours of Work:

- This is a full-time exempt position. This position is NOT eligible for overtime pay.
- Willing, as necessary, to work beyond normal working hours, on weekends, and remains accessible when away from the Museum so the requirements of this position can be fully met.
- Domestic and international travel is required.



DISCLAIMERS: The above job description is not an exhaustive list of all duties and responsibilities of the position and in no way is to be construed as a contract.

As with all positions at the Speed Art Museum employment is “at will” on both the part of the organization and the employee. Employment is not for a set period and may be discontinued by either party for any reason with or without notice.

The Speed Art Museum prohibits discrimination in employment, programs, and activities on the basis of race, national origin, color, creed, religion, sex, age, disability, veteran status, sexual orientation, gender identity, or associational preference. The Speed Art Museum also affirms its commitment to providing equal opportunities and equal access to museum facilities.