

TITLE	Distribution Manager
REPORTS TO	Distribution Director
LOCATION	Winnipeg Film Group
APPLICATION DEADLINE	Monday, March 11
ANTICIPATED START DATE	Monday, April 1

HOURS / SALARY / BENEFITS, ETC

- 35 hours per week includes two 15 minute paid breaks, plus an hour unpaid lunch per day
- Monday to Friday, 10 AM to 6 PM
- Occasional evening and weekends will be required, including attendance at local screenings & events and travel to festivals
- Starting annual salary is \$32,760
- Benefits include: 4 weeks vacation time; sick time; access to group health plan, after 3 months; access to WFG's RRSP matching funds contribution program, after one year
- Professional Development opportunities may be available
- 3 month probationary period

POSITION OVERVIEW

The Distribution Manager is a leader in the acquisition, distribution and preservation of films from the Winnipeg Film Group's catalogue. The successful candidate will have well-developed administrative abilities, is a people person with excellent communication skills, and is an artistically-minded curator or programmer.

EDUCATION / EXPERIENCE

- Experience in the film & video or arts sector in Canada either through curatorial work, postsecondary study or independent endeavors is required;
- Study in, or completion of, a post-secondary education in a related field (film studies, fine arts, art history, curatorial studies, film preservation, or arts management) is preferred;
- Experience as an independent filmmaker, with a history of professional public presentations could be considered an asset

ESSENTIAL QUALIFICATIONS

- Experience in the independent film and/or visual arts sectors
- A commitment to a career in the arts
- The ability to speak in public is expected, eg: conduct workshops, introduce curated programs

- A strong attention to detail and proven organizational methods
- Demonstrated work ethic and history of resourcefulness
- The ability to effectively prioritize and handle multiple projects and deadlines concurrently
- The ability to take direction and to self direct and the knowledge and experience to know the difference
- The ability to work independently and within a team environment
- Experience working in an administrative capacity
- Strong interpersonal skills; the ability to communicate effectively through a variety of means with a variety of people
- The ability to represent the WFG in the local, national and international community with a high-degree of maturity and professionalism

LANGUAGE SKILLS / CULTURAL CONNECTIONS

- Strong verbal and written communication skills in English
- Proficiency in French and/or an Indigenous language would be an asset
- Knowledge of any other languages or connections to any cultures or communities would be an asset

TECHNOLOGY

- Proficiency working within both PC and MAC computer systems is required
- Proficiency in MS Office, including Word, Excel, and Outlook is required
- Advanced knowledge of design and editing software such as InDesign, Photoshop, Premiere or Final Cut Pro is preferred
- Knowledge and competency in the technologies used in media arts would be ideal
- Experience working with Vimeo, Filezilla, Filemaker Pro and QuickBooks would be an asset
- Experience with film and video preservation would be an asset

DUTIES

- Seeking out new catalogue acquisitions locally and from across Canada;
- Handling all submissions and communications with various screening venues including the subsequent delivery of screenings copies and all film info to clients;
- Communicating directly with programmers, curators and filmmakers;
- Negotiating fees with clients;
- Ensuring all artists fees are paid to filmmakers;
- Managing the semi-annual MFM Marketing Fund;
- Engaging in market research to enhance and evolve the operations of the Distribution Department;
- Ensuring the Distribution Department's media vault and all its holding are catalogued, maintained and tracked in a consistent and professional manner;

- Ensuring constant, consistent and detailed updates are made to our film database for all films, filmmakers, activities and media pieces, along with digital and paper filing;
- Updating websites and engaging in social media communications, as required;
- Delivering preview and screening copies to a variety of screening venues;
- Writing grants and completing reports and budgets in a timely fashion;
- Working closely and collaboratively with the Distribution Director on special projects and other tasks;
- Attending film festivals and conferences, as they relate to the mandate of the Department;
- There is also the opportunity for the Distribution Manager to initiate and lead special projects and endeavors for the organization.

HOW TO APPLY

Interested and qualified parties are requested to email a resume and cover letter that highlights their qualifications for the position by **Monday, 11 March 2019 @ noon** to:

Monica Lowe, Deputy Director (Distribution Director)

Email: monica@winnipegfilmgroup.com

Subject Line: Distribution Manager

The Winnipeg Film Group is committed to employment equity, aimed at increasing employment representation of historically disadvantaged groups. We welcome applications from Indigenous people, persons with disabilities, members of visible minority groups and women. We encourage applicants to self-declare by stating it on their cover letter/resume.

We thank all applicants however only those selected for an interview will be contacted.