

DISTRIBUTION & ARCHIVE MANAGER

June 2021 - The Winnipeg Film Group is seeking a leader to fill the permanent, full-time position of **Distribution & Archive Manager**.

The **Distribution & Archive Manager** will manage the acquisition, distribution, and preservation of films in the Winnipeg Film Group's catalogue. The ideal candidate will have well-developed administrative abilities, can successfully balance multiple projects and deadlines, is a people person with excellent communication skills, and is artistically-minded. They will enjoy being part of a close-knit, fun, and artistic team, working collaboratively to carry out the mission of the organization and Department. They can expect to have a great impact on the artists we represent and on the WFG itself.

The **Distribution & Archive Manager** will strategically develop and promote the WFG's collection via film festivals, broadcast and online initiatives, curated programs, special initiatives, and partnerships. The **Distribution & Archive Manager** should be comfortable developing and maintaining relationships with artists, programmers, curators, institutions, festivals, and platforms. The **Distribution & Archive Manager** is responsible for both the physical and digital assets of the collection.

DESIRED SKILLS & QUALIFICATIONS INCLUDE:

- Experience in the independent film and/or visual arts sectors is desired but not mandatory
- A commitment to a career in the arts
- A strong attention to detail with administrative experience and good organizational habits
- Demonstrated work ethic and history of resourcefulness
- A commitment to advancing diversity, equity, and inclusion
- A commitment to address systemic oppression and racism in our organization / sector
- The ability to effectively prioritize and handle multiple projects and deadlines concurrently
- The ability to lead a team and work collaboratively and independently to achieve goals
- Strong interpersonal skills; the ability to communicate with a variety of people via multiple means
- The ability to represent the WFG in the local, national and international community with maturity and professionalism
- The ability to negotiate financial deals and advocate for artist's rights
- Strong verbal and written communication skills
- The ability to speak in public is expected, eg: conduct workshops, introduce curated programs
- Proficiency working within both PC and MAC computer systems is required
- Proficiency in MS Office, including Word, Excel, and Outlook is required
- Proficiency in French and/or an Indigenous language is an asset
- Knowledge of other languages or connections to any cultures or communities is an asset
- Knowledge of design / editing software such as InDesign, Photoshop, or Final Cut Pro is an asset
- Knowledge and competency in the technologies used in media arts is an asset
- Experience with film and video archives or preservation is an asset

PRIMARY RESPONSIBILITIES INCLUDE:

- Managing the day-to-day and strategic high-level activities of the Distribution Department
- Seeking out new catalogue acquisitions locally and from across Canada, keeping diversity and equity at the forefront while selecting works that fit within our established and evolving oeuvre
- Managing submissions and communications with clients from various screening venues including the subsequent delivery of screenings copies and all film info to clients
- Engaging in ongoing communications with filmmakers and artists
- Managing the activities of the Distribution Assistant, ensuring they are achieving their goals
- Negotiating fees with clients, working to achieve maximum revenue for the artists we represent
- Ensuring all artist fees are paid to filmmakers
- Managing the semi-annual MFM Marketing Fund
- Engaging in research to enhance and evolve the operations of the Distribution Department
- Ensuring Distribution's media vault and digital archive are catalogued and maintained
- Updating our internal film database, website, social media, VUCAVU, online catalogue
- Contributing to grants, reports, and budgets as required
- Working collaboratively with the Deputy Director and other staff on special projects
- Attending film festivals and conferences, as they relate to the mandate of the Department
- Evaluating gaps in Distribution Department and working to fix them
- Initiating and leading special projects and endeavors for the organization

HOURS AND COMPENSATION - The **Distribution and Archive Manager** will work 35 hours per week. The core job is Monday to Friday, however occasional evening and weekend work will be required.

The Starting Salary is \$36,400 with raises expected in the first year.

The WFG provides a Comprehensive Benefits Package that includes sick time, 3 weeks' vacation to start, extra time off at Christmas, access to group benefits package (after 3 months), and access to a matching RRSP plan (after one year). Travel and Professional Development opportunities will be available.

APPLY - The WFG is working to acknowledge and address the harms we have caused and are committed to the ongoing work of building anti-oppressive and inclusive practices. We encourage individuals from equity-seeking groups to apply and to identify this in their cover letter.

Deadline to Apply: Wednesday, August 4 2021 at midnight CDT

Please email a single document with your cover letter & resume to: monica@winnipegfilmgroup.com with the job title as the subject.

START DATE - As soon as possible. Most WFG staff are still working remotely although some on-site work will be expected from the Distribution & Archive Manager, following distancing rules as required.

RELOCATION - The WFG will contribute up to \$1,000 for relocation costs for someone moving from out of province, provided they are able to begin working remotely as soon as possible and are committed to move to Manitoba no later than January 10, 2022.

ABOUT US - The Winnipeg Film Group (WFG) is an artist-run, non-profit media arts organization. Operating as a unique and dynamic media arts centre for nearly 50 years the WFG supports filmmakers and audiences locally, nationally, and internationally. Learn more at www.winnipegfilmgroup.com