



Celebrating Three Decades of Excellence in Media & Conservation

International Wildlife Media Center & Film Festival

718. S. Higgins Ave. • Missoula, MT 59801 • USA • Tel (406) 728-9380 • Fax (406) 728-2881

Web: www.wildlifefilms.org Email: iwff@wildlifefilms.org

Festival Coordinator/Associate

The Associate Festival & Technical/Production Coordinator is one of the key people, who is responsible for the operations of the annual International Wildlife Film Festival in the spring and Montana CINE International Film Festival in the fall.

Working closely with the Executive Director/Festival Director, the Associate Coordinator oversees and helps to coordinate film entries, judging, planning, production and promotion of both film festivals. Production and technical expertise or some degree of knowledge/experience is highly valued and an important component of this position. In collaboration with the Festival Director, the Associate Festival Coordinator helps to plan the events, seminars, workshops and awards ceremony of the two annual film festivals. A primary responsibility is assisting with the production of the awards ceremonies.

Extensive communication skills required, including correspondence with filmmakers, producers, production companies, broadcasters, distributors and the film, television and broadcast industry in general. Excellent written, production and communications skills required. Must be extremely well organized, well-versed in the wildlife and natural history, cultural and environmental fields with a particular emphasis on media and a background in media (film and television). Ability to shoot, edit and produce highly valued though not required. Must also be computer savvy and comfortable with a variety of graphic and editing programs.

This is a year round position which fluctuates from 30-40 hours per week with some degree of flexibility during non festival time periods. The individual hired for this position will ideally also help to coordinate our youth film workshops, summer film camps and other film related activities and events of the Media Center.

Please send a brief cover letter, resume and three references by email to:

iwff@wildlifefilms.org or by snail mail to:

Executive Director, IWMC, c/o Roxy Theater, 718 S. Higgins, Missoula, MT 59801. No phone calls please.

Compensation: hourly wage with health insurance, vacation, sick leave provided after 6-month probationary period.

ASSOCIATE COORDINATOR FOR EDUCATION & OUTREACH

The International Wildlife Media Center & Film Festival has an immediate opening for this permanent position. Salary to start is hourly; six month probationary period including participation in one IWFF (film festival), after which benefits are provided including health insurance,* vacation and sick leave).

This position is an integral part of the year-round organization, with multiple responsibilities and varied duties. The individual selected for this position will be involved in both year round programs of the organization as well as the two annual film festivals - IWFF in the spring and Montana CINE during the fall.

Key Responsibilities include:

- *IWFF & CINE Post-Festival Touring Program
- *Festival & Year-round School Matinee programs
- *Screening Programs & Special Film Events
- *Supervision/Coordination of After-School Programs (including Kids Club Safari & Teen Film Workshops)
- *WildFest Coordination & Planning (IWFF)
- *Outreach to Schools, Volunteers, Teachers
- *Assists with Media Promotion & Publicity
- *Participates in fundraising events/grant writing

Qualifications

1. Background or knowledge of wildlife, environment or related type of educational curriculum.
2. Ability to interact well with general public, volunteers, donors, and media
3. Excellent communications and computer skills; minimum of basic graphic design skills required, web skills helpful.
4. Knowledge of media very helpful but not mandatory
5. Experience with fundraising, development and public events
6. Must be well-organized, responsible and capable of handling multiple tasks with a minimum of supervision.

Please send brief cover letter, resume and three references by email or postal mail to:

IWMC/IWFF, Attn: Exec. Director, 718 S Higgins Avenue, Missoula, Montana 59801
Email: iwff@wildlifefilms.org

NO PHONE CALLS PLEASE

After-School Programs:

Education Instructors

Media Arts Instructors

Film Workshop Instructors

**(This is for the new After-School Kids Club Safari
(ages 7-13) & for Teen Film Workshops (Ages 13-17))**

The International Wildlife Media Center is now seeking part-time instructors for our new or expanded After-School Programs.

Qualifications & Responsibilities:

Experience with youth, youth programs, media arts, education or related fields.
Must be reliable, mature and knowledgeable of the needs of children and teens.
Ideal individuals will have experience with media, the arts, filmmaking or willingness to learn.

These positions are part-time afternoons. Hourly wage is \$8-\$9/hr.
Positions are at the Roxy Theater/Media Center and the programs generally run from 3pm - 6pm and 2pm on early out school days. We are seeking instructors for both programs and a background check will be required.

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iwff@wildlifefilms.org or by mail to:
IWFF c/o Roxy Theater, Attn: Exec. Dir., 718 S. Higgins, Missoula, MT 59801

PLEASE: NO PHONE CALLS, NO DROP-INS

**If you would like to drop off your resume,
there is a video drop slot outside of the Roxy Theater
Thank you for your understanding!!**

Roxy Theater Rental Staffing - Freelance & Part-time

The Roxy Theater in downtown Missoula is both available for rent to the general public, as well as being used by organizations, groups, and individuals. We also host many evening and weekend rental events at our media center headquarters.

Rental events include fundraisers, film screenings, birthday parties, the Metropolitan Opera Live Broadcasts, cultural and community and university events.

The following positions are now open on a freelance, part time basis:

*Rental event supervisors (might include concession & projection)

*Projectionists

*Concession staffing

Supervised and coordinated by the International Wildlife Media Center, private groups "rent" the theater throughout the year. As a result, we need freelance, part time, and very reliable staff to handle projection, concession and event oversight.

Qualifications: Responsible, mature individuals willing to learn projection, who enjoy working with the general public and capable of overseeing the operations of the Roxy Theater during public events.

Hourly wage is \$8-\$9/hr.

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iwff@wildlifefilms.org or by mail, IWMC, Roxy Theater, 718 S Higgins, Missoula, MT 59801, Attn: Executive Director

P.S. - This is a great job for college students seeking flexible days, evenings and times and a fun way to have some easy income.