



**SOUTH YUBA RIVER CITIZENS LEAGUE**  
313 Railroad Ave. #101  
Nevada City, CA 95959  
(530) 265-5961

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TITLE: Associate Director Wild & Scenic Film Festival On Tour

TYPE: Full time, exempt employee

LOCATION: Nevada City, CA

REPORTS TO: Film Festival Director

JOB DESCRIPTION: The Associate Director leads and manages the Wild & Scenic Film Festival On Tour (WSFF On Tour) program. Now in its 9<sup>th</sup> year, WSFF On Tour provides a turn-key fundraiser, membership drive, and awareness-building event to other organizations offering a selection of films from SYRCL's annual Wild & Scenic Film Festival held in Nevada City and Grass Valley CA each January. The On Tour program is a major source of funding for the South Yuba River Citizens League's (SYRCL) river conservation work. SYRCL seeks an Associate Director with proven sales and marketing experience to lead this growing program. This individual must take initiative, enjoy the challenge of sales, be passionate for the environment, work hard, enjoy a fast-paced work day and like working as part of, and leading, a team. The Associate Director will supervise two On Tour staff.

QUALIFICATIONS & REQUIREMENTS:

- Proven sales, marketing, customer service and management experience (minimum 3 years).
- Detail-oriented with superior customer service, excellent phone manners and organizational skills.
- Demonstrates initiative, attention to detail, is conscientious, and provides follow-through on areas of responsibility.
- Excellent verbal communication and writing skills.
- Experience working in a high energy office setting; non-profit work experience a plus. Ability to work cooperatively with staff and volunteers.
- Bachelor's Degree required; computer skills required including proficiency with Word, Excel, and a CRM database.
- Positive, self-motivated, and quick learning performer highly valued. This position requires confidentiality, and a sense of humor is a must.
- This is a full time, exempt position. Main work hours will be scheduled Monday-Friday 9 am -6 pm and occasional evening and weekend work is required.

#### RESPONSIBILITIES:

- Develop program, budgets, and aggressive staff sales goals in conjunction with the Festival Director
- Expand reach of On Tour Program including:
  - Research new markets and solicit new On Tour venues while retaining and maintaining relationships with existing venues.
  - Produce events in all 50 states
  - Target international markets
  - Develop corporate program model
  - Meet aggressive program sales goals
- Hire, train and manage On Tour team to meet sales goals and provide exemplary customer service.
- Provide On Tour Venues with customized timeline, marketing materials, guidelines and procedures. Request and track event data, and report on venue evaluations.
- Manage contract negotiations and administration, invoicing, filmmaker royalty payments, website, venue follow-up requests, and other administrative tasks.
- Develop and update On Tour marketing materials including brochures, website, etc.
- Work with an off-site production house to produce and ship program disks for each tour venue; manage distribution of “Event Kits.”
- Serve on the Wild & Scenic Film Festival Committee and Program Committee to contribute to the overall program and assist in selection and solicitation of films for On Tour.
- Serve as a key staff in the production of the January “Home” festival
- Manage grant program for eligible host partners.
- Prepare monthly board reports, bi-monthly reports for national partners; semi-annual reports for grantor; and annual program report.
- Other duties as assigned.

#### PHYSICAL REQUIREMENTS:

This position requires frequent computer and telephone use, and occasional lifting of up to 30 pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### COMPENSATION:

Commensurate with experience; includes individual health benefits and 17 paid days off and 8 holidays.

#### APPLICATION INFORMATION:

This position is open until filled.

Submit your cover letter and resume electronically to Melinda Booth, Film Festival Director, [melinda@syrcf.org](mailto:melinda@syrcf.org). No phone calls, please.

SYRCL is an equal opportunity employer.