

ENVIRONMENTAL FILM FESTIVAL

IN THE NATION'S CAPITAL

Program Manager

Job Description

Job Type: Part-Time Contractor

Term: August 3, 2026 – June 30, 2027

Compensation: \$28-30/hour (approx. 20 hours/week)

Job Overview:

The Environmental Film Festival in the Nation's Capital (DCEFF) seeks a **Program Manager** to support Festival programming for the 35th Anniversary Festival, which will take place in venues across the Washington, D.C. area from **April 8-17, 2027**.

The Program Manager is the hub for all festival information management. Key responsibilities include communicating with filmmakers/distributors and screening venues to collect assets, collaborating with the programming team on strategic curatorial needs, and live event support. This position also offers administrative support, as needed, toward the preparation of the 2027 Festival buildout, including the printed program and web launch.

The ideal candidate is thorough, communicative, and proactive, with past experience working film festivals, print traffic, and/or file management preferred. The Program Manager must be available in-person for all days of the 2027 Festival.

Reports To:

The Program Manager reports to the Director of Programming.

Responsibilities:

- Programming Support
 - Track external festivals and film projects on behalf of the programming team, requesting film screening links as needed.

- Support submissions on Film Freeway platform (including but not limited to waiver codes, project tagging, and targeted calls for submissions).
- Oversee volunteer screening committee, including their viewing and logging ratings of assigned films.
- Support special curation projects with tracking, screening, and outreach (e.g. youth programming, retrospectives, thematic strands).
- Asset Collection & Information Management
 - Communicate with filmmakers & rights holders to obtain assets and promotional materials (bios, headshots, film stills, synopsis, etc.).
 - Manage and updating all information via the Festival database (AirTable).
 - Work with the Creative and Managing Director to enter program information into event/ticketing pages on the Festival's ticketing platform (Eventive).
 - Execute as-needed edits or updates to film, event, and filmmaker pages as events are confirmed.
- Print Traffic Coordination
 - Work with the programming team to communicate with filmmakers and rightsholders, ensuring prompt receipt of exhibition film copies and backup files via the online platform CineSend.
 - Liaise with Print Traffic Coordinator and partner venues to confirm their technical requirements and to ensure that exhibition copies have been delivered and tested in advance of screening.
- Additional Administrative Support
 - Manage the design and delivery of Festival promotional slides, projected during Festival screenings.
 - Work with Festival staff and contractors to deliver, edit, and update film and festival guest information (program details, film stills, synopses, ads, etc.) for the Festival print guide.
 - Participate in Festival debrief meeting(s) and exit interview.
- Live Event Management
 - Act as a DCEFF representative during the festival, giving introductions for Festival screenings, and serving as a Q&A moderator, as needed.
 - Provide event support at venues and take photos/video for social media and future use.

Qualifications:

- Bachelor's degree required.
- At least three years of experience in the event planning/festival/media/ field.

- Experience with event management, including staffing film festivals and/or comparable events.
- Candidates should be adaptable and self-motivated with the ability to multitask and manage/prioritize deadlines.
- Ability to work calmly under pressure.
- Excellent project and time management skills with attention to detail, accuracy and timely follow through.
- Excellent interpersonal skills and the ability to interact professionally and collegially with colleagues, donors, venue partners, the general public, and others.
- Strong written oral and written communications skills, with the ability to speak publicly and a willingness to introduce programs or moderate Q&As
- Experience with AirTable and Google Workspace a plus.
- Knowledge of film, film distribution and/or film festivals preferred.
- Understand, appreciate, and represent the mission of the Environmental Film Festival in the Nation's Capital.

Background

Launched in 1993, the Environmental Film Festival in the Nation's Capital (DCEFF) is the largest and longest-running showcase for environmental films in the United States. Each March, our signature Festival presents more than 100 documentary, narrative, and short films from around the world at more than twenty venues throughout Washington, D.C., introducing audiences to the diversity and vitality of Washington's culture, history of activism, and proximity to policy change. Alongside the screenings, we offer panels and special events featuring filmmakers, subject matter experts, and other invited guests to foster dialogue and deepen engagement. Significantly, the majority of our screening events are made available at no cost to our audiences.

We also offer a full slate of year-round community-based and virtual screenings, including both first-run and encore Festival presentations. A leading D.C. cultural institution, DCEFF was named Best Film Festival in D.C. by *Washington City Paper* each of the past seven years, and were honored with the Mayor's Award for Excellence in Creative Industries in 2017.

How to Apply

The Environmental Film Festival in the Nation's Capital (DCEFF) is an Equal Opportunity Employer. Job applicants are considered with no discrimination on the bases of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit-based factors.

Interested candidates should submit their resume in PDF format to info@dceff.org