ORGANIZATION

BlackStar is a film-maker centric and POC-led organization that brings an intersectional analysis of race, gender and power into the work while providing high quality opportunities for artists and critics, and a thoughtfully curated experience for audiences. Founded to focus on the work of Black filmmakers (of the African diaspora), we are now dedicated to solidarity across artists and communities of color, including Black, Asian, Latinx, Arab, Native, and Indigenous while still centering anti-Black racism as core to our racial justice analysis.

BlackStar is focused on the following issues:
- POC Authorship and not individual representation
- Aesthetic quality over celebrity
- Supporting a POC artists community, not just producing an event
- Curating a high quality and accessible program

BlackStar’s primary activity to date has been an annual film festival, that presents genre-defying independent work predominantly outside of the mainstream, engages filmmakers with new audiences, and provides a platform for collaboration among artists. BlackStar’s curatorial perspective places film in the context of documentary, journalistic, contemporary art, and visual culture more broadly, and the festival itself provides curated and accessible experiences for diverse audiences that are often left to their own whims to navigate through the plethora of online content.

In the past year, BlackStar has expanded beyond its renowned annual film festival to offer a variety of programs. These include:
- Exhibitions
- Many Lumens podcast
- Philadelphia Filmmaker Lab
- Seen, journal of film and visual culture
- Sponsored Projects
- William and Louise Greaves Filmmaker Seminar
- Year-round programs throughout the Greater Philadelphia region

THE SEARCH

The Administrative Coordinator will work together with the organization’s Deputy Director and Operations Director to provide administrative support to sustain BlackStar’s programs and sustainability. The Administrative Coordinator will be someone who enjoys being a generalist, working on different projects in an administrative capacity, and who brings an understanding of the key role administrative support plays in organizational function.
The role calls for an individual that is interested in learning, adapting and able to be flexible and nimble as the organization shifts and grows. The right fit would be someone who possesses great attention to detail, is able to anticipate causality if tasks or processes go off track, has clear communication skills and is well-versed in timely and clear email and phone communication skills, with the ability to work comfortably under pressure in a fast-paced environment. The Administrative Coordinator reports to the Deputy Director with input from the Operations Director.

The ideal candidate will bring a track record of success in administrative roles, while upholding a keen interest in justice and access. Experience in film or arts & culture more broadly is ideal but not required, as is the capacity to ask questions and ‘manage up’ by keeping directors and other staff focused on administrative details. Candidates should have some interest in BlackStar’s key areas – filmmaking, visual arts, and media arts – as well as a demonstrated commitment to intersectional feminism and social justice.

JOB DESCRIPTION

The Administrative Coordinator is responsible for working together with the Operations Director and Deputy Director on the day-to-day operations and financial management of BlackStar. The role is responsible for maintaining the organization’s database, donor records, and merchandise inventory; providing administrative support for fundraising and partnerships; acting as a front-facing staff representative to our general organization inquiries; and other ad-hoc projects as needed.

The primary responsibilities of the Administrative Coordinator consist of the following:

**Administrative**

- Checks paper/package mail daily
- Administers the main voicemail and responding to or delegating responses to staff
- Administers principal external email account and maintains a ‘zero inbox’ while providing timely professional responses or delegating responses to staff
- Prepares bank deposits
- Maintains cleanliness and organization of the office (including liaising with housekeeping staff, watering plants, taking out trash and recycling, changing water bottles, etc.)
- Ensures operation of office equipment through maintenance requirements, calling for repairs, etc.
- Coordinates the calendar of the Deputy Director
- Assists senior staff with travel and accommodations arrangements including booking flights, cars, and hotel or restaurant reservations
- Coordinates recognition of staff birthdays and celebrations
- Coordinates the operations of meetings including internal staff meetings, program committee meetings, and other convenings as needed.
- Assists the Deputy Director and Operations Director on projects as needed.

**Fundraising**

- Maintains the database with regular entries of donors, artists, community partners, vendors, and other program participants
• Assists Deputy Director in generating donor reports from database as needed
• Maintains the donor list on the website
• Sends donor acknowledgement letters as well as membership expiration reminders
• Assists Deputy Director with drafting invoices and contracts for Festival and other program sponsorships and ads

Merchandise
• Maintains merchandise inventory
• Packages and ships merchandise
• Maintains inventory of shipping supplies

QUALIFICATIONS AND EXPERIENCE

For this role, BlackStar seeks an experienced professional who takes pleasure in ensuring the smooth flow of operations. BlackStar has a tradition of being comfortable with ambiguity; it experiments and innovates and then follows up with reflection. Therefore, the Administrative Coordinator must be astute enough to ask the right questions to keep BlackStar adapting and on the learning edge. The position also calls for collaborative work with an administrative team and the willingness and ability to speak up on administrative bottlenecks when identified.

While no one candidate will embody every quality, the successful candidate will bring many of the following professional qualifications and personal attributes:
• Informed passion for BlackStar’s mission, vision, and values. A demonstrated commitment to working for social, racial, economic, and environmental justice.
• Excellent strategic and intellectual abilities and analytic skill coupled with pragmatism and a roll-up-the-sleeves attitude.
• Sound judgment. A willingness to innovate and learn from mistakes made along the way.
• Outstanding written and oral communication skills. A communication style that is direct.
• Demonstrated experience in administrative support for an organization with multiple programs and staff.
• Excellent organizational and interpersonal skills.
• The ability to meet the time demands of the Administrative Coordinator position.
• Impeccable integrity, honesty, and a reputation for a balanced, non-ideological approach. A willingness to challenge conventional thinking coupled with the ability to collaborate effectively, listen well, and bridge philosophies.
• An understanding of filmmaking and/or visual arts, and of the history of BIPOC participation in the field.
• Entrepreneurial spirit and drive. An eye for creative, strategic opportunities tied to a commitment to accountability and results.
• Experience working comfortably and effectively with well-known and highly visible individuals across a broad spectrum of industries.
• An outgoing, open, and optimistic personality. Outstanding interpersonal skills. Tenacity, pragmatism, high energy, patience, and good humor.
• Ability to work under pressure and meet deadlines.
• Ability to work independently and as part of a team.

COMPENSATION

The salary will be commensurate with experience and the range will start at $40,000. BlackStar’s benefits package includes but is not limited to medical, dental, and vision coverage, paid time off and public holidays, and reimbursements for home office utilities. The position is headquartered at BlackStar’s offices in Philadelphia but will be remote until further notice and pending health and safety measures during the global pandemic.

TIMEFRAME

We seek to have an Administrative Coordinator in place by late September 2021.

Applicants should be legally able to work in the United States and be available to work in the Philadelphia office. We currently have a hybrid work model which allows employees to work at home or in the offices, however due to the nature of this position the Administrative Coordinator will need to be available for in person work in our office at least two days a week. This is subject to change based on the safety demands of the ongoing COVID-19 pandemic.

HOW TO APPLY

Applications should be submitted via email as a single PDF and include a resume, one page cover letter, and writing addendum. Applications must be received by Tuesday August 31, 2021. All applications will be kept confidential. Send material to jobs@blackstarfest.org with the subject header: “BlackStar – Administrative Coordinator”.

Please also include an addendum answering one (1) of the following prompts (your answer should be a single paragraph of no more than 250 words):

• If you could adapt any book or play, that has yet to be adopted into a film, what would it be and why?
• In your opinion what would most help independent filmmakers of color?
• Tasked with creating a public conversation between an older established artist and a younger emergent one (of the same discipline), who would you choose and what would you want them to discuss?
• What is your favorite film screened at BlackStar since 2012? Why?

Applications that fail to include the addendum or follow instructions will not be considered.

BlackStar Projects is committed to the principles of equal opportunity employment at every level without regard to race, color, religion, national origin, sex, marital or familial status, sexual orientation, gender identity characteristics or expression, age, non-job-related disability, or political affiliation.