

## Winnipeg Film Group (WFG) Executive Director Job Posting

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The WFG is seeking applicants for the position of a permanent, full-time **Executive Director**.

### The Winnipeg Film Group

The [WFG](#) is an artist-run, charitable, non-profit organization that has been at the centre of independent cinema in Manitoba since 1974. Through education, production, exhibition, and distribution services; the WFG has championed the creation, appreciation, and advancement of independent cinema and the moving image locally, nationally, and internationally in support of the art, the artist, and the audience.

### Job Summary

The WFG is seeking an Executive Director that is a positive mentor, collaborative leader, independently motivated, and tireless advocate for the art of independent cinema in Winnipeg and beyond. The responsibility of the Executive Director will include strategic planning, financial management, human resources, operations management, policy compliance, organizational grant writing, and program development. The Executive Director is the primary liaison between industry, funding, and government partners.

The ideal candidate has demonstrated experience in successful management of not-for-profit organizations, alongside an understanding of the cultural and political issues relevant to the Canadian artist-run milieu and Canadian film landscape. The candidate will be practically skilled at interpersonal relations, consensus building, negotiation, and creative problem solving. The candidate is flexible and comfortable overseeing multiple departments, projects, and community partnerships (public and private), and excels in public communications. The candidate must have a proven record of building meaningful diversity, equity, and inclusion into workplace settings and dynamics, including: reconciliation and anti-racism; class, disability, gender, sexuality, and age equity.

### Key Responsibilities:

#### *Strategic Planning*

- With the Board of Directors, develop meaningful and measurable strategies for achieving growth and long-term financial viability of the WFG
- Oversee the development and implementation of initiatives to achieve short term objectives in relation to the WFG's overall vision and long term plans
- Report regularly to the Board on the progress of implementing the WFG's objectives
- Stay abreast of relevant trends in filmmaking, funding, and cinemas; and anticipate future trends that will impact the WFG and its community

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### Key Responsibilities (continued):

#### *Operations Management*

- Oversee WFG's operations and ensure that all departments and programs comply with WFG's mission, vision, and values
- Oversee and direct all activities ensuring effective program development, administration, execution, and evaluation of WFG activities
- Collect and analyze information that measures the success of the WFG's work
- Ensure grant obligations and reporting requirements comply with funding agreements
- Establish transparent daily operations that are accountable to member/community ethics

#### *Human Resources*

- Oversee hiring of staff (in collaboration with department heads when applicable)
- Optimize departments, delegation, systems, communication, and reporting for efficiency and efficacy of WFG's staff
- Provide clear, effective, and highly visible leadership to staff
- Ensure new staff are onboarded with thorough training and orientation
- Institute staff SMART goals and determine training, development, mentorship, and growth plans with regular progress reviews in order to establish qualified agency among staff
- Oversee bi-annual staff evaluation to ensure staff are fulfilling their role
- Implement human resource policies and ensure staff comprehension and compliance of WFG policies
- Actively seek diversification of senior staff and foster a culture of equity and inclusion
- Actively seek staff input in planning and policy development
- Act as staff liaison with the Board
- Manage the staff and activities of the Production and Training Centre

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### Key Responsibilities (continued):

#### *Financial Management / Fundraising*

- Oversee the financial management of the WFG
- Monitor cash flow, grant funding, revenues, and expenses
- Provide year end projections and year end organizational budget to the Board
- Provide monthly WFG financial reports to the Board
- Assist in audit management
- With the Board, help direct fund development and fundraising initiatives
- Survey inventory responsibilities for equipment, merchandise, and concessions
- Develop new models of revenue generation given the effects of the pandemic

#### *Advocacy and Community Relationships*

- In cooperation with the board, act as WFG's primary spokesperson and representative
- Establish and build meaningful relationships with various communities in Winnipeg, and with peer organizations locally and across Canada
- Ensure the WFG remains accessible and inclusive to all groups seeking to access WFG's services
- Actively advocate for WFG and its community's best interest
- Liaise with government, industry, and community partners to ensure strong communication and accountability
- Ensure the programs and service of the WFG and Cinematheque align with the calls to action made by the Truth and Reconciliation Commission

### Compensation

The Executive Director is a permanent full-time position averaging 35 hours/week. This may include evenings and weekends for scheduled events.

The starting salary will be between \$56,000 - \$ 60,000, based upon the chosen applicant's level of experience and skillset.

The WFG also offers competitive benefits. Relocation expenses associated with this role may be considered.

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### How to Apply

#### Interested individuals are invited to apply by submitting:

1. A cover letter that outlines your related skills, and work and life experiences
2. A CV/resume that directly summarizes your professional, educational, and volunteer/board experience related to this position
3. For accountability, transparency, and to verify endorsements; we prefer that candidates submit a LinkedIn profile to corroborate their professional resume. Other professional social media accounts you manage may be included.
4. Three professional references

#### Applications can be sent by mail or e-mail or dropped off. No faxes, please.

- E-mail submission in Word or PDF formats only, with the subject line “Executive Director Application” to [wfgpresident@gmail.com](mailto:wfgpresident@gmail.com)
- Questions regarding the position may be addressed to [wfgpresident@gmail.com](mailto:wfgpresident@gmail.com) with the subject line “Attn: Hiring Committee.” Please ensure you have read the job posting fully, with attention to detail, prior to inquiring.
- Mail or drop-off submissions to:

Hiring Committee, Board of Directors  
David Knipe, Interim Executive Director  
Winnipeg Film Group  
304-100 Arthur Street  
Winnipeg MB R3B 1H3

### **APPLICATION DEADLINE: NOVEMBER 19TH, 2021 AT 11:59PM**

*Qualified candidates from diverse racial, ethnic, religious, age, sexual orientation, gender identification and expression, physical abilities, and divergent thinkers are encouraged to apply and self-identify.*

*Accommodations will be made available to applicants with disabilities in the recruitment process. If you require accommodation, please provide details in your application.*

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*We thank applicants for their interest, however, only candidates selected for the interview process will be contacted by the Winnipeg Film Group.*

### Call to Action

Taken from the Federal Public Service's Call to Action on Anti-Racism, Equity, and Inclusion, the WFG recognizes that leadership in community arts organizations must be more diverse. Unless intentional prioritization occurs, we will fall short on effectively serving our community. We have an obligation to our employees, and to our community, to do better by ensuring that we are putting the full capacity of our entire pool of talent at the service of filmmakers and cinema goers.

We actively seek applicants with a diversity of perspectives. We prioritize amending the historic underrepresentation of Indigenous, Black, and People of Colour within arts organisations generally, and the WFG in particular.

As per the Federal Public Service's Call to Action on Anti-Racism, Equity, and Inclusion, The WFG will be offering transparency on reporting the following data publicly.

*How many Indigenous employees and Black and other racialized employees:*

- *joined your organization in 2021/2022 compared to the total number of employees who joined in 2021/2022;*
- *left your organization in 2021/2022 compared to the total number of employees who left in 2021/2022; and*
- *were appointed to Executive positions in 2021/2022 compared to the total number of employees appointed to Executive positions in 2021/2022?*

*Persons who wish to have their employment equity status considered at the time of interviews should self-identify in their applications.*