



JOB INFORMATION

<i>Job Code:</i>	129257
<i>Job Title:</i>	Film Festival Marketing Manager
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Leads employees performing similar work on a project basis.; May oversee staff, students and/or resource employees
<i>Job Family:</i>	Cinema/Film
<i>Job Family Group:</i>	Cinematic Arts
<i>Management Level:</i>	5 Manager

JOB SUMMARY

Establishes and oversees festivals and distribution efforts for School of Cinematic Arts (SCA) students and alumni. Directs and leads festivals/distribution team. Responsible for the protection of the university copyright in all school films. Oversees the clearance and copyright process. Designs and adapts school policies and procedures as needed. Responsible for university copyright protection and licensing/negotiating on behalf of school. Represents school at major international film festivals, juries, panels, etc.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Bachelor's degree	
	X	Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

Combined experience/education as substitute for minimum education

Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

Combined experience/education as substitute for minimum work experience

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Directly related professional experience in film distribution and/or film festival planning and implementation.
X		Knowledge of entertainment business laws and practices.

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Responsible for staff development and staffing needs. Leads and gives vision to the team on festival selection and curation. Establishes, expands and keeps current the overall vision for the department. Adapts strategy to changing landscape.				
Creates new programs. Seeks partnerships. Creates marketing plan for film catalogue. Represents university and school at major international film festivals/markets (e.g., on juries/panels/round tables, in news articles). Maintains an active network of industry decision makers.				
Directs the team in all distribution efforts for revenue/exposure of school. Collaborates with Risk Management, General Counsel and Treasury offices as needed. Responsible for fiscal oversight (e.g., gift accounts, budgets). Develops and oversees annual budgets for festival, distribution and career development. Creates and manages new programs.				
Overseas clearance and copyright process. Responsible for the protection of the university copyright in all of the school's films. Designs and updates university and school policies and procedures as needed. Answers questions about risk, interpretation of copyright, policies and procedures. Represents the school for all legal and copyright questions (e.g., issues, legal claims). Reviews, drafts and negotiates contracts on behalf of the school.				
Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	In the event of an emergency, the employee holding this position is required to "report to duty" in accordance with the university's Emergency Operations Plan and/or the employee's department's emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.