

Job Description | Programs Assistant

If you are interested in joining our team, please submit your CV and a cover letter, to hello@filmmydesign.com, with the subject line: FMD Programs Assistant

Start Date: April 1st

Experience: 2+ years

Location: Hybrid – Remote (3 days/ week) & from the office in Sheikh Zayed (2 days/ week)

Duties and Responsibilities

The Programs Assistant will support the FMD Cofounders with planning, curating, and delivering the programs of FMD's events and festivals.

Tasks include, but are not limited to:

1. Programs Assistant Roles

- 1.1.** Work directly with FMD's Cofounders to research, plan, curate, organize and manage programs of film screenings, talks, discussions, workshops, masterclasses, tours and exhibitions for FMD's festivals and all year round events, as well as procure and/or develop the necessary promotional materials (ex: text and visuals) for the events' print and online materials.
- 1.2.** Assist in developing and managing program proposals with themes, topics, briefs, timeline and budget in accordance with the program requirements and goals.
- 1.3.** Coordinate with film partners (ex: directors, producers and distributors) to secure and catalogue films, screening rights, and promotional materials (ex: trailers, image stills, synopsis, posters, etc.).
- 1.4.** Secure and coordinate with speakers to develop topics and structures for talks and discussions, as well as procure their promotional materials (ex: headshots, biographies, talk description, etc.).
- 1.5.** Report to FMD Cofounders and ensure the delivery of highly educational, creative and appealing content within FMD's defined mission and scope of programming.
- 1.6.** Build successful and mutually beneficial relationships with event partners and organizations.
- 1.7.** Assist in developing new programs to support the strategic direction of FMD.
- 1.8.** Attend FMD's events and festivals and ensure programs run on-ground according to agreed schedule, budget and logistics in coordination with relevant partners and hosting venues.
- 1.9.** Develop an evaluation method to assess program strengths and identify areas for improvement following festivals and events.

- 1.10. Provide support in seeking and obtaining funds and sponsorships for FMD's programs as required. This involves assisting in sharing contacts, drafting proposals, and participating in pitches to potential sponsors.
 - 1.11. Prepare, manage and monitor programming budget and track expenditures and transactions with the finance and operations team.
- 2. Ensure clear and open communication internally and externally
- 3. Attend internal weekly meetings as required
- 4. Attend events related to design and film in Egypt, whenever applicable, to network and present FMD.
- 5. Maintain the public image of FMD in a professional and courteous manner