



## Media Education Manager

*Job Description, Part-time, 20 hours/week*

**Meridian Hill Pictures (MHP)** produces compelling social-impact films and helps people, schools, organizations and communities create empathy and change through the power of documentary video.

Since 2010, we have employed our original approach for participatory filmmaking, which we call community video storytelling, into independent films, client projects for local and national nonprofit organizations, and our work with educators and students in schools across the city. We specialize in producing independent social-impact documentary films; documentaries and strategic outreach campaigns for non-profit clients; and media arts professional development training and youth media residencies.

**About the Position:** MHP is hiring a part-time Media Education Manager to join the studio's team in early September 2014. The Media Education Manager will assume a range of management and facilitation responsibilities to support the studio's youth media residencies and professional development programs for educators. The position is ideal for a talented, creative, exceptionally organized educator who is passionate and proficient in media arts education. Strong applicants will have a proven track-record as a teaching artist, demonstrated experience in education program management, proficiency with digital media arts, experience with arts integration and an ability to work with diverse groups of people.

### **Core duties include:**

- **Facilitate Professional Development and Programs** in media arts/documentary integration with elementary and secondary education classroom teachers, pre-service teachers and community leaders. Media Education manager will also facilitate some residencies with youth, seniors and other community members
- **Develop and maintain strong partnerships with schools** to achieve high impact media arts integration within existing school curriculum and arts programming
- **Manage freelance teaching artists and education interns** in media arts residencies. Manage daily logistics, scheduling, impact and evaluation of MHP's education programs
- **Develop and adapt media arts and documentary filmmaking curriculum** to achieve the greatest impact in school and after-school setting while meeting national and local standards
- **Provide mentorship to youth and community member alumni** of our education programs, build new approaches for ongoing support of community participants and students

### **The ideal candidate should possess:**

We are looking for a person who is interested in not only filling the immediate need — but someone who is interested in continuing to cultivate new skills and grow within the company. Ideally seeking a candidate with a Bachelor's Degree in related field and at least one year teaching media arts or experience managing education programs, ideally with a focus on digital media arts and/or non-fiction storytelling.

- **Proven track record facilitating media arts residencies** with youth in school and/or after-school settings and building strong relationships with young people, experience facilitating arts-based professional development with K-12 teachers is desirable, capable of working with diverse populations.
- **Familiarity with K-12 public and public charter school settings**, experience with national and local education standards, an understanding of opportunities and limitations of technology and arts in school settings
- **Strong documentary storytelling sensibilities** and demonstrated interest in Meridian Hill Pictures' mission, participatory and community-based approaches to documentary filmmaking, an understanding and commitment to social-impact storytelling.
- **Experience working with community members using participatory video devices** such as iPhones and iPads. Working knowledge of Final Cut Pro Suite, Adobe CS; cloud-based project management tools (including Basecamp and Dropbox) is desirable
- **Highly organized, expert planner and strategic thinker**, an excellent project manager and collaborator, able to plan ahead, keep a positive attitude, motivate others and keep team members on-track. Highly adaptable, not afraid to get hands dirty in the project management details and systems (schedules, equipment, logistics) to serve broader project and studio goals
- **Experience building and implementing** evaluation processes for education programs is a plus.

**Other details:** Position reports to the Artistic Director. Salary will be commensurate with experience and includes health benefits after a six month trial period. Position will start at part-time (20 hrs/week). We are looking for an entrepreneurial candidate interested in a part-time position now, and eager to eventually grow into a full-time position. MHP is committed to a diverse workplace and is an opportunity employer.

**HOW TO APPLY:** Send a cover letter explaining your relevant educational and professional background and interest in working with MHP, along with a resume and writing sample (no more than 2 pages) and/or link to video portfolio (if available) to [jobs@meridianhillpictures.com](mailto:jobs@meridianhillpictures.com). For video portfolios, please include links to any creative work produced by students or community members and please be very specific about your role on each project (i.e. I co-facilitated this residency with another teaching artist). Also include contact information for three references.

We will be accepting applications through **August 4** and interviews will begin immediately.