

# Executive Director Position Description.

## **EXECUTIVE DIRECTOR**

The duties outlined in this position description are not intended to be an exhaustive list, but communicate the general responsibilities of the role.

**REPORTS TO** the Board of Trustees of Script to Screen and the directors of Big Screen Symposium Limited.

## **OVERVIEW OF POSITION**

- Lead Script to Screen (STS) in accordance with its core values and objectives;
- Lead Big Screen Symposium (BSS);
- Design, direct and manage the annual STS
- Design, direct and deliver the BSS;
- Manage the administrative aspects of STS;
- Manage the recruitment, appointment and supervision of all STS staff and contractors;
- Secure funding and sponsorship and ensure financial stability and sustainability;
- Ensure excellence across all programming and communications.

**ACCOUNTABILITY** for all staff.

## **WORKING RELATIONSHIPS**

Staff, programme contractors, accounts contractor, board of trustees, funders/sponsors & other partners, advisors/mentors, speakers/presenters, participants and alumni of STS's intensive programmes, other industry organisations, broader filmmaker community.

## **POSITION OBJECTIVE**

The Executive Director's role is to provide strong leadership for the organisation, and to design, direct and manage the large programme of events and initiatives including BSS. The ED nurtures the filmmaker participants and alumni and manages staff and contractors. While the position is one of leadership, due to the small size of the organisation it also requires efficiency and capability in a wide range of practical everyday tasks, and to maintain the financial stability of the organisations.

## **KEY AREAS OF RESPONSIBILITY**

### **Leadership**

- Provide leadership for the team consistent with the values and objectives of STS;
- Provide leadership for the broader community within STS programmes;
- Together with the board of trustees, develop and implement strategic and business planning.

### **Programme Direction**

- Keep abreast of the environment and changes in the film, television, games and media sector, both at home and abroad and adapt accordingly;
- Research similar international programmes and grow relationships with STS's counterparts in Australia and beyond;

- Design and direct the STS annual programme of events and workshops to respond to pertinent issues, skills gaps and filmmaker need;
- Direct the annual BSS programming including crafting a compelling theme, identifying potential international and local filmmaker speakers, identifying pertinent topics for discussion, forging necessary connections, and helping craft session content;
- Direct, hone and if necessary re-design STS's intensive talent development programmes in line with international best practice and in response to research and feedback;
- Identify potential new programmes and initiatives;
- Work with STS programme participants to ensure the programmes are tailored to meet their individual career, craft and process development needs;
- Direct compelling programme comms/publicity to ensure maximum audience reach and engagement within the screen community;
- Direct and manage BSS publicity campaigns to ensure maximum reach and engagement, and monitor sales.

### **Management of Administrative Functions, Staff and Finances of Script to Screen**

- Oversee administration functions of STS, including finances, information technology and data management;
- Be responsible for management of STS staff. Currently this includes Programme Manager, Programme Co-ordinator/Operations Support and Communications Manager;
- Be responsible for the performance of all staff, including undertaking performance reviews, dealing with any performance issues and managing internal issues between staff;
- Manage all contractors to STS including the bookkeeper;
- Recruitment and appointment of staff and contractors;
- Prepare Board Reports on a 'no surprises' basis;
- Maintain and foster relationships with funders including the NZ Film Commission, NZ On Air and Foundation North;
- Develop, maintain and foster relationships with other key industry stakeholders and partners of STS;
- Develop, maintain and foster relationships with sponsors and funders of STS and BSS;
- Secure financing for all STS programming and events and identify and secure new sponsors for BSS;
- Maintain and follow all Script to Screen policies and strategies;
- Ensure organisational compliance for STS under the Charities Act;
- Maintain and ensure compliance of the company Big Screen Symposium Ltd.