

Organization

Founded in 2002, Bryn Mawr Film Institute (BMFI) was born from a community-driven effort to save the historic Bryn Mawr Theater, originally opened in 1926. This passion for film preservation created a premier cultural institution, steadfast in its mission to enrich, educate, and entertain through the power of film. Located in Bryn Mawr, Pennsylvania, BMFI is a cornerstone of cinematic appreciation and education in the region, drawing over 120,000 patrons annually to its four-screen theater complex.

BMFI's state-of-the-art facilities provide an optimal viewing experience for a wide range of films. Its welcoming environment features digital, 35mm, and 70mm projection, digital sound systems, and comfortable seating. From international art-house films to new releases and classic cinema, BMFI's programming is both diverse and expansive and allows its audiences to enjoy a wide range of film offerings. Special events, including discussions with filmmakers, scholars, and critics, add depth to the viewing experience, making cinema not only entertainment but also the opportunity for community engagement and intellectual exchange.



Education is a key component of BMFI's offerings. Committed to fostering film literacy, the institute provides a robust array of educational programs aimed at all age groups. For young students and adults alike, BMFI offers both introductory and advanced courses, such as The Language of Film and Cinema Classics Seminars. These courses are taught by knowledgeable instructors and are designed to deepen participants' understanding of film as an art form and a tool for personal and communal expression.



Community outreach is integral to BMFI's operation. Its partnerships with local schools, libraries, and community centers ensure that diverse audiences have access to film education and engagement opportunities. These initiatives not only support BMFI's mission but also contribute to the cultural and economic vitality of the surrounding area, reinforcing the institute's role as a community hub.

Looking to the future, BMFI is committed to continuing its growth and adapting to meet the evolving challenges of daily operations, audience engagement, and the complicated dynamics of the film industry. By maintaining and upgrading its facilities, BMFI aims to provide the best possible environment for experiencing the magic of movies, ensuring

that it remains a beloved destination for film lovers for years to come.

BMFI has a committed board of directors, chaired by Lyn Wiesinger. Its dedicated staff consists of a blend of full-time and part-time members. BMFI's robust operational performance, bolstered by strong community support, ensures the organization's solid financial standing.

Community

Bryn Mawr, Pennsylvania, situated just nine miles west of Philadelphia on the storied Main Line, melds historical charm with the vibrancy of modern suburbia. This proximity to one of America's major metropolitan centers enhances its appeal, providing residents with suburban comfort and urban convenience. Bryn Mawr, once a colonial farming community, today showcases a rich cultural and educational heritage in a cosmopolitan suburb.

Living in Bryn Mawr means enjoying the serenity of tree-lined streets and stately homes while being just a short train ride or drive from Philadelphia's rich cultural, educational, and professional opportunities. The community's vibrant atmosphere is bolstered by intellectual and cultural stimuli from local institutions like Bryn Mawr College, enhancing its reputation as a hub for academics and professionals. The local public and private schools are excellent. There are also frequent community events, such as twilight concerts, and extensive recreational options. All these factors allow Bryn Mawr to offer not only opportunities for a variety of lifestyles but also a connected, active community that makes the most of its prime location near Philadelphia.

Sources: www.valleyforge.org, www.compass.com, lowermerionhistory.org

Position Summary

The Executive Director of Bryn Mawr Film Institute (BMFI) will lead the institution as the face of the organization through an evolving media landscape, actively working to ensure its continued relevance and impact. This role is crucial in achieving BMFI's strategic initiatives and strengthening its community and regional partnerships and will require a significant focus on expanding and enhancing BMFI's fundraising. The Executive Director will take an active and present role to lead and empower an experienced staff, fostering an environment that encourages professional growth and innovation. They will also actively participate in community events, raising BMFI's profile and increasing support. The Executive Director will work with staff members to support them in their key responsibilities for developing engaging and diverse film and educational programming that attracts and retains audiences, enhancing BMFI's role as an anchor for the community and ensuring its financial stability. The Executive Director will manage operations, financial planning, and sustainability efforts. Their strategic vision and leadership will be critical in advancing BMFI's mission and maintaining its position as a leading cultural institution.

Roles and Responsibilities

Strategic Leadership and Vision

- Implement strategic plans that align with evolving media trends and community needs, reflecting both current and future opportunities.
- Strengthen collaboration with the Board of Directors, working closely to align strategic initiatives and ensure transparent and effective governance that adapts to the evolving needs of the institute.
- Cultivate and deepen relationships with key stakeholders, including local universities, cultural institutions, and arts organizations, enhancing BMFI's reach and impact.
- Represent BMFI actively at community and industry events, serving as its principal public face to bolster the institute's profile and community support.
- Leverage partnerships to create innovative programming and initiatives that drive cultural and educational advancement.
- Embrace other strategic leadership and vision responsibilities as needed.

Fundraising and Financial Oversight

- Innovate fundraising strategies to diversify revenue streams, including targeting individual donors, foundations, and corporate sponsorships, and take a major role in donor outreach and cultivation, with a focus on ethical and transparent practices.
- Develop and implement a comprehensive fundraising strategy that not only meets financial goals but also integrates with BMFI's broader strategic initiatives, ensuring the development and support of an effective fundraising infrastructure.
- Oversee the institute's financial operations, including budgeting and financial planning, in collaboration with the Director of Finance to ensure sustainability and growth.
- Engage the board and financial committees in strategic financial planning and governance, maintaining transparency and alignment with BMFI's objectives.
- Monitor financial performance against goals, adapting strategies to optimize financial health and ensure the institute's operational viability.
- Embrace other fundraising and financial oversight responsibilities as needed.

Operational Management and Staff Development

- Direct daily operations, ensuring alignment with BMFI's mission and strategic goals, while promoting a high-performance culture that values diversity and dynamic leadership.

- Foster a collaborative work environment, empowering staff through effective delegation and promoting innovation and ownership of projects.
- Develop and maintain a high-performance culture that attracts, retains, and motivates a diverse staff.
- Adapt organizational processes to meet evolving business needs, focusing on flexibility and efficiency to respond to changing industry and community expectations.
- Implement comprehensive training programs that enhance employee skills and leadership abilities, adapting organizational processes to meet evolving business needs.
- Embrace other operational management and staff development responsibilities as needed.

Programming and Community Engagement

- Lead the strategic expansion of BMFI's highly popular education programs, developing innovative approaches to increase capacity and meet growing demand while maintaining program excellence and audience engagement.
- Oversee a diverse slate of film screenings, educational programs, and special events that reflect BMFI's mission and draw broad audience engagement.
- Evaluate program effectiveness and audience engagement, utilizing data to refine and expand program offerings.
- Expand community outreach through collaborative projects with local organizations, enhancing BMFI's role as a cultural hub.
- Promote inclusive programming that reflects and serves the diverse needs of the community, ensuring accessibility and relevance.
- Embrace other programming and community engagement responsibilities as needed.

Marketing and Public Relations

- Develop and execute a dynamic marketing strategy that effectively promotes all aspects of BMFI's programming and services to a wide audience.
- Lead public relations efforts to enhance BMFI's visibility and reputation as a leader in the cultural sector.
- Utilize digital marketing tools and social media platforms to engage with different demographics, particularly younger and tech-savvy audiences.
- Foster relationships with media outlets and use innovative communication strategies to highlight BMFI's contributions to the arts and community.
- Embrace other marketing and public relations responsibilities as needed.

Traits and Characteristics

The Executive Director of Bryn Mawr Film Institute will be an impactful leader, embodying an entrepreneurial spirit that effectively aligns with the cultural and educational vision of the institute. This leader will ensure that programming resonates deeply with both local and broader audiences, fostering the institute's commitment to inclusivity, diversity, and education, as well as entertainment. They will exhibit resilience and flexibility, approaching challenges with a positive and solution-oriented mindset, while giving each project the appropriate level of detailed management.

This role demands a passionate and knowledgeable individual who is creative and innovative, and possesses a strong understanding of programming and production. As an effective communicator and consensus builder, the Executive Director will deliver high-quality cinematic and educational experiences, inspiring teams and stakeholders with a clear and compelling sense of purpose.

Key Competencies Include:

- **Personal Accountability and Goal Orientation** – Demonstrating uncompromising integrity and responsibility for decisions, while vigorously setting, pursuing, and achieving goals.
- **Resiliency and Problem Solving** – Quickly rebounding from setbacks and adeptly defining, analyzing, and solving the critical components of each challenge, crafting effective solutions.

- **Continuous Learning and Influencing Others** – Continually seeking new knowledge and staying abreast of current trends, guiding both teams and community partners toward innovative outcomes.
- **Futuristic Thinking, Creativity, and Innovation** – Envisioning future trends and possibilities, effectively integrating innovative and creative approaches to enhance the institute's programming and outreach.

Qualifications

The Executive Director of Bryn Mawr Film Institute should have extensive experience in nonprofit leadership, having successfully excelled in significant leadership roles. A proven track record in fundraising, strategic partnerships, and community engagement is essential, alongside the ability to manage complex budgets and promote innovative programming within a cultural or educational environment. While familiarity with the film industry is preferred, a deep passion for film and the arts is crucial. Proficiency in digital marketing and leveraging technology to enhance audience engagement is highly desirable. The Executive Director, whether local or relocating, must be eager to integrate and immerse themselves within the Main Line/Philadelphia community, demonstrating a commitment to becoming an active, visible part of the local fabric. This role demands a leader who can inspire and nurture a diverse team while fostering a collaborative and growth-oriented workplace. Candidates who may not meet every criterion but show strong leadership potential and a robust dedication to the arts are encouraged to apply.

Compensation and Benefits

Bryn Mawr Film Institute offers a salary range of \$155,000 to \$170,000 and a comprehensive benefits package. The package includes medical, dental, and vision insurance, life and disability insurance, a 401(k) plan, paid time off, and holiday leave. BMFI is committed to supporting the well-being of its staff with benefits that ensure a healthy work-life balance and opportunities for professional growth and personal development.

Applications and Inquiries

To submit a cover letter and resume with a summary of demonstrable accomplishments (electronic submissions preferred), please click [here](#) or visit artsconsulting.com/opensearches. Electronic submissions are strongly preferred to streamline the application process. For questions or further inquiries about this opportunity, please feel free to reach out through the contact options provided on our website. We look forward to your application and exploring the potential contributions you could bring to Bryn Mawr Film Institute.

Dat Ngo, Vice President



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Bryn Mawr Film Institute (BMFI) is committed to fostering an equitable and inclusive environment, providing equal employment opportunities to all employees and applicants regardless of race, color, religion, sex, national origin, age, disability, or genetics. BMFI adheres not only to federal law requirements but also to state and local nondiscrimination laws in every aspect of employment, from recruitment to termination, including promotions, layoffs, compensation, and access to benefits. BMFI firmly prohibits any form of workplace harassment or discrimination based on any protected characteristic. We uphold a strict policy that any improper interference with the performance capabilities of our employees will not be tolerated and may lead to disciplinary action, including discharge. Our commitment extends beyond hiring to fostering a workplace where all employees are respected, valued, and given the opportunity to thrive.