

Communications Coordinator

BlackStar Projects

ORGANIZATION

BlackStar is a filmmaker centric and Black-led organization that brings an intersectional analysis of race, gender and power into the work while providing high quality opportunities for artists and critics, and a thoughtfully curated experience for audiences. Founded to focus on the work of Black filmmakers (of the African diaspora), we are now dedicated to solidarity across artists and communities of color, including Black, Asian, Latinx, Arab, Native, and Indigenous while still centering anti-Black racism as core to our racial justice analysis.

BlackStar is focused on the following issues:

- POC Authorship and not individual representation
- Aesthetic quality over celebrity
- Supporting a POC artists community, not just producing an event
- Curating a high quality and accessible program

BlackStar's core programs include:

- BlackStar Film Festival
- Exhibitions
- *Many Lumens* podcast
- Philadelphia Filmmaker Lab
- *Seen*, journal of film and visual culture
- William and Louise Greaves Filmmaker Seminar
- Year-round programs

THE SEARCH

BlackStar is looking for a Communications Coordinator to provide administrative and marketing support for our Communications Team. The Communications Coordinator will play a key role in keeping the team informed, organized, and in close collaboration with the rest of BlackStar's staff, while also assisting with social media and website projects that help fulfill our mission.

The Communications Coordinator reports to the Chief Communications Officer (CCO).

The ideal candidate should have a strong interest in uplifting the work of Black, Brown and Indigenous communities, in addition to being resourceful, able to think quickly and improvise, and meet deadlines. Candidates should also espouse a keen interest in justice and access.

Candidates should also have interests in BlackStar's three key areas – filmmaking, visual arts, and media arts – as well as a demonstrated commitment to intersectional feminism and social justice.

JOB DESCRIPTION

The Communications Coordinator is a full-time position that supports BlackStar's communications, engagement, and visibility strategies. Key tasks include maintaining our communications calendar, assisting with social media management, providing administrative support to the CCO, and organizing our web archives.

This position will ideally be based in Philadelphia and able to work from BlackStar's offices. All BlackStar employees are expected to be available for meetings and on email during East Coast business hours (approximately 10:00am to 6:00pm). Emerging Black, Brown, and Indigenous producers, artists, and cultural workers who share BlackStar's values are particularly encouraged to apply. It is expected that full-time staff make themselves fully available the full week of the annual festival (typically the first week of August).

Primary Responsibilities

- Attends weekly staff meetings, weekly communications team meetings, check-ins, and other organizational convenings, as appropriate.
- Represents BlackStar in a professional capacity at the local, regional, and national level.
- Uses and continually develops leadership skills.
- Attends conferences and trainings as required to maintain proficiency and to grow in capacity.
- Maintains extensive internal documentation so that all teams are aware of communication team processes, procedures, and timelines.
- Supports Marketing Associate in the management of social media accounts, including TikTok and YouTube.
- Assists with Shopify maintenance and manages delivery of *Seen* digital issues.
- Schedules and organizes meetings related to communications, maintains agendas, and captures notes and next action steps.
- Assists team in proofing all designed materials, including internal guides and reports.
- Assists with proofing the website, including festival and *Seen* content.
- Maintains accessibility standards for the website and other online platforms, including writing alt text, producing video captions, and other tasks as needed.
- Organizes and updates BlackStar's website archive, including photo gallery, event recaps, and video archive.
- Assists Marketing & Engagement Director with organization and logging of video footage.
- Provides graphic design and copywriting support, as needed.
- Enters team tasks in Basecamp, our project management tool.
- Additional administrative support as needed.

QUALIFICATIONS AND EXPERIENCE

For this role, BlackStar seeks someone who is eager to collaborate in the implementation of our marketing, design, and engagement work. BlackStar has a tradition of being comfortable with ambiguity; it experiments and innovates and then follows up with reflection. Therefore, the Communications Coordinator must be astute enough to ask the right questions to keep BlackStar adapting and on the learning edge.

- Informed passion for BlackStar's mission, vision, and values. A demonstrated commitment to working for social, racial, gender, economic, and environmental justice.
- A willingness to innovate and learn from mistakes made along the way.
- Outstanding written and oral communication skills. A communication style that is direct.
- Demonstrated experience in social media management.
- Familiarity with Wordpress, Adobe Creative Suite, Mailchimp, Dropbox, and Basecamp is a plus.
- Excellent organizational and interpersonal skills.
- A willingness to challenge conventional thinking coupled with the ability to collaborate effectively, listen well, and bridge philosophies.
- An understanding of filmmaking and/or visual arts, and of the history of BIPOC participation in the field.
- Entrepreneurial spirit and drive. An eye for creative, strategic opportunities tied to a commitment to accountability and results.
- An outgoing, open, and optimistic personality.
- Ability to work under pressure and meet deadlines.
- Ability to work independently and as part of a team.

COMPENSATION

The salary will be commensurate with experience and is \$42,500 annually. BlackStar's benefits package includes but is not limited to 100% medical, dental, and vision coverage, paid time off and public holidays, and reimbursements for home office utilities. The position is headquartered at BlackStar's offices in Philadelphia. We are currently in a hybrid model of remote work and office work options, done safely and generally above but advised by CDC and state level guidelines. The nature of this position requires at least two days a week in-office.

TIMEFRAME

We seek to have a Communications Coordinator in place ideally by March 1, 2022.

Applicants should be legally able to work in the United States and be available to work in the Philadelphia office. This is subject to change based on the safety demands of the ongoing COVID-19 pandemic.

HOW TO APPLY

Applications should be submitted [via this form](#) and include a single PDF with a resume, one page cover letter, and writing addendum. Applications must be received by January 3, 2023. All applications will be kept confidential. **Make sure the .pdf is labeled with your name and the job title (e.g., “First Last – Communications Coordinator”).**

Please also include an addendum with answers to one (1) of the following prompts (your answer should be a single paragraph of no more than 250 words):

- What is one of your favorite social media accounts (individual, organization or business)? What do they do well?
- Describe the most impactful film or television series you’ve watched in the last year. What made it so memorable?

In lieu of the questions, you may submit a piece of original writing published in the last 18 months.

Applications that fail to include the addendum or follow instructions will not be considered.

BlackStar Projects is committed to the principles of equal opportunity employment at every level without regard to race, color, religion, national origin, sex, marital or familial status, sexual orientation, gender identity characteristics or expression, age, disability, or political affiliation.