



THE DOCYARD SEEKING GUEST PROGRAMMER FOR SPRING 2020 SEASON

The DocYard, an award-winning documentary film screening series at the Brattle Theatre in Harvard Square, is seeking a guest programmer for the Spring 2020 Season.

Established in 2010, the DocYard celebrates what is innovative and inspiring in documentary and brings filmmakers and audiences together to explore the craft of non-fiction storytelling. Building on Boston's rich legacy in documentary, the goal of the screening series is to continue to grow a vibrant, creative community of media-makers and film lovers in the region.

The DocYard is a program of the LEF Foundation, a private family foundation that funds in New England and California. Through the [LEF Moving Image Fund](#), the New England office supports the creation of new work by documentary filmmakers living in the region, engaging an open application process. The New England office also manages all aspects of the DocYard screening series as an associated film exhibition program that serves to enrich and support the New England documentary film community.

The DocYard's screenings typically take place on a bi-weekly basis on Monday nights from September through December (the Fall Season) and from February through May (the Spring Season).

LEF and the DocYard are committed to fostering a working environment where diverse perspectives are encouraged and represented. Working for the DocYard means that you will be joining a small, dynamic, and dedicated team where your ideas, your contributions, and your personal and professional growth will be valued and appreciated. People of color, women, gender nonconforming individuals, people with disabilities, and individuals who otherwise identify as marginalized are strongly encouraged to apply for this position.

The DocYard can offer a competitive minimum guest programmer stipend of \$10,000, with a final compensation package to be determined commensurate with experience. This position does not include benefits. The position's responsibilities begin on October 1, 2019 and conclude on June 30, 2020.

Responsibilities:

Curatorial

- Curatorial research for feature and shorts programming
- Decision communication with invited/declined feature and short-form filmmakers
- Researching, inviting, assigning, orienting, and hosting moderators for each Q&A
- Presenting each screening, by writing and delivering introductory program notes, introducing the filmmaker and moderator on stage, and concluding the evening with some brief remarks after the end of the Q&A

Event Production

- Reserving final screening dates at the Brattle Theatre
- Negotiating fees and locking screening dates with distributors and filmmakers

- Creating programming details document to deliver to series coordinator and communications assistant
- Supporting the series coordinator in arranging filmmaker travel and accommodations
- Collaborating with the series coordinator to communicate with distributors, filmmakers and the venue to coordinate print traffic, and the technical/delivery needs for each film
- Supporting the series coordinator in coordinating Skype Q&As and tech checks with filmmakers
- Attending in-person tech checks with filmmakers present at the venue and troubleshooting any technical issues for each film

Hospitality

- Connecting filmmaker to DocYard and Brattle teams, and orienting the filmmaker to the run of show for their event
- Hosting the filmmaker for dinner before each screening
- Hosting post-Q&A afterparties at a local bar for the filmmaker and any audience members to continue the conversation
- Sending a thank you e-mail to the filmmaker, Brattle, and moderator after each event

Required Qualifications:

- Experience curating and/or managing a documentary festival or screening series
- A deep and broad network within the documentary field for identifying and securing films
- A strong curatorial vision, with an interest in exploring a diversity of non-fiction forms
- A commitment to community-building
- Excellent communication skills, including public speaking, writing, and editing
- Able to act quickly and with precision to make updates as needed
- Flexibility to work independently or collaboratively
- Able to work from home from a personal computer, and to attend virtual or in-person meetings with team members throughout each season of the DocYard
- Able to attend all or most screenings in order to participate in the DocYard community
- Proficiency with Microsoft Office and Google Drive

For more information about the DocYard, see <http://thedocyard.com>.

To apply, please send a resume, three references, and a cover letter to Lyda Kuth at lyda@lef-foundation.org. In your cover letter, please share your programming experience as it relates to the DocYard mission, and identify three documentary films that premiered in the last three years that you found inspiring and feel would have been a good fit for a prior DocYard season. The DocYard will use this list solely to evaluate applications.

Deadline to apply: September 1. Position will be open until filled.