



## THE DOCYARD SEEKING PART-TIME COMMUNICATIONS ASSISTANT

The DocYard, an award-winning documentary film screening series at the Brattle Theatre in Harvard Square, is seeking a part-time communications assistant for the Fall 2019 and Spring 2020 Seasons.

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 position offers 16 hours per week at an hourly rate of \$20, and does not include benefits. The position's responsibilities begin on September 1, 2019 and conclude on June 30, 2020, with the possibility of renewal.

### **Responsibilities:**

- Drafting, editing, and finalizing communications for the DocYard, including website content, social media, press releases, screening promotion newsletters, community outreach e-mails, and custom newsletters and e-mails for the DocYard's season passholders
- Maintaining social media channels and website content revisions
- Updating the press list and newsletter list
- Researching and communicating with niche groups and organizations for community outreach ahead of each screening
- Supporting the design and distribution of any print materials, potentially including but not limited to posters, postcards, and program booklets for the DocYard
- Supporting the creation of any graphics for use on digital or print communications
- Editing and posting select event photos to share in newsletter and social media communications after each screening
- Troubleshooting the DocYard website, newsletter, or social media issues as needed

**Required qualifications:**

- A deep interest in non-fiction cinema
- A passion for community-building
- Excellent communication skills
- Excellent writing and editing skills
- Excellent organizational skills
- Excellent attention to detail
- 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
- High proficiency with Microsoft Office, Google Drive, and Facebook, in addition to a familiarity with Twitter and Instagram

**Preferred qualifications:**

- Able to brainstorm and implement new ideas for how to engage new audience members and season passholders
- Mailing list management experience (Constant Contact)
- Graphic design experience

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

To apply, please send a resume, cover letter, and two references to Gen Carmel at [gen@lef-foundation.org](mailto:gen@lef-foundation.org). A reply will be sent only to those applicants who are invited for an interview.

**Deadline to apply: August 12.** Position will be open until filled.