



## SUBMISSIONS MANAGER ROLE AND RESPONSIBILITIES

The Submissions Manager's primary role is the administration and coordination of the film submissions for the 2025 season of Bernal Heights Outdoor Cinema. The Submissions Manager is a crucial member of the festival organizing team and assists as a liaison to and a member of the Selection Committee.

The film submissions period runs from **March 1 — June 30, 2025** with a possible extension and some exceptions. The online submission application and portal employed by BHOC is [FilmFreeway](#) — on which filmmakers submit their films for consideration. The Submissions Manager's tenure will span February – October, 2025, and the weekly commitment is estimated 6-8 hours per week. An honorarium of \$500.00 is offered for this position.

The Submissions Manager will work in coordination with the Director of Exhibitions, the Art Director, the Film Crawl Managers and the Submissions and Selection Committee. Skills required: Familiarity with Google workspace, Googlesheets /Excel; attention to detail; strong e-communications and people skills; knowledge of Constant Contact /email application desired, love of film.

Among the primary responsibilities of the Submissions Manager are the following:

- To manage the FilmFreeway submissions page
- Communicate with submitting filmmakers via email (February – October)
  - Confirm the film and filmmakers meet the requirements
  - Confirm receipt of their submission
  - Confirm that all required assets are included
  - Inform filmmakers of selections/program schedule/locations
  - Inform filmmakers who are not selected
- Manage Film Submissions folder in Google Docs (February – October)
  - Filmmaker entry spreadsheet
  - Filmmaker headshot/production stills
- Assist in soliciting films via announcements /emails to (March – June)
  - Past filmmakers
  - Film schools and organizations
  - Other channels to filmmakers
- Create and organize Submissions/Selection Committee preview packets (late July)
- Attend and facilitate Submissions/Selection Committee meeting (mid-August)
  - Review all film submissions
  - Vote and determine final scores and selections