



**Do Cool Work That Matters!** The Rep Project is looking for the best and the brightest to join our team. As a leading gender justice global non-profit, we fight sexism through films, education, research, and activism. Join us in this important work as our Director of Youth Programs.

### **Position Overview**

The Director of Youth Programs advances the mission of the organization by training the next generation of filmmakers.

### **Primary Responsibilities**

- Oversee the implementation, expansion and success of all youth programs including the Youth Media Lab, Youth Media Academy and Youth Film Festival.
- Recruit, supervise, and train staff, contractors and interns as needed to implement youth programs.

#### Youth Media Lab

- Maintain and update community standards for the Youth Media Lab.
- Oversee registration, membership and adherence to the Member Code of Conduct.
- Plan and oversee active trainings, webinars, and other programming for the Lab.
- Help develop and implement new curriculum and courses in the youth media space.
- Manage an on-going campaign to increase the membership of the Lab.
- Recruit, train, and lead a team of youth leaders in the lab.
- Maintain metrics for the lab and provide quarterly reports on membership and participation that includes both data on and testimonials from members.

#### Youth Media Academy

- Oversee all aspects of the Youth Media Academy, including
  - Scheduling the dates of the Academies.
  - Recruiting, training, and overseeing Academy instructors.
  - Procuring equipment and other resources for youth participants.
  - Recruit, vet and mentor youth participants.
- Seek partnerships with like-minded youth organizations.
- Direct the expansion and scalability of the Academy model to new locations and school sites.
- Work with the Executive Director and Development Director to promote the organization through spotlighting youth programs.



### Youth Media Festival

- Oversee all aspects of the annual Youth Media Festival, including
  - Scheduling the dates of the Festival.
  - Setting up a platform and criteria for media submission.
  - Establishing a process for selecting content, using expert panel review.
  - Locate space(s) for the Festival.
  - Plan the run of the show for the event.
  - Recruit speakers and other participants to make the Festival a lively event.
  - Run day-of logistics for the Festival.

### Pathways Program

- Establish a mentorship program for Youth Media Academy participants, including
  - Recruiting, vetting, and training youth mentors.
  - Establishing a platform and process to match students with mentors.
  - Develop formal processes for mentoring that reflect best practices.
  - Manage the day-to-day logistics of the mentoring program.
  - Evaluate the effectiveness of the mentoring program with established metrics.

### Additional Responsibilities

- Represent the organization and its interests at select events and conferences.

### Required Attributes, Skills, and Experience

- A strong commitment to challenging gender stereotypes and norms.
- A deep understanding of how gender, race, class, age, sexual orientation, and circumstance intersect.
- Ability to work successfully and effectively, both independently and as part of a team in a multicultural and participatory environment.
- Strong leadership abilities.
- Training and experience in managing teams of people in a virtual environment.
- Strong organizational and program management skills.
- Ability to manage a variety of tasks all at once.
- Filmmaking skills are a plus!



The Director of Youth Programs is a full-time position. We are currently working remotely nationwide and plan to for the foreseeable future.

### **HOW TO APPLY**

Please send a cover letter and resume to [joinus@therepproject.org](mailto:joinus@therepproject.org) with the job title as your subject line. We will follow up with you directly for the next steps in the recruiting process, as appropriate. Thank you again for your interest in our mission. We value your support and passion!

*The Representation Project is committed to cultivating an inclusive workplace and environment. We welcome all candidates regardless of ethnicity, race, color, religion, gender, gender identity or expression, sexual orientation, national origin, disability, or age. We are an equal opportunity employer and are firmly committed to complying with all federal, state, and local equal employment opportunity ("EEO") laws.*