

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job-related duties as requested, subject to all applicable state and federal laws.

Certain job functions described herein may be subject to possible modification in accordance with applicable state and federal laws.

PUBLIC TELEVISION 19, INC.
JOB DESCRIPTION

JOB TITLE: Film Fellowship Program Manager
REPORTS TO: Director of Production
FLSA CLASSIFICATION: Hourly/Non-Exempt, (Part-Time, Temporary)

JOB SUMMARY:

The Film Fellowship Program Manager will oversee the strategic coordination of a year-long film fellowship program designed for early-career filmmakers. This part-time role supports the development of the two Media Production Fellows by managing program logistics, coordinating workshops, and providing feedback and mentorship during remote and studio shoots. The Program Manager also plays a key role in ensuring the success of each fellow's capstone project and the overall impact of the program.

JOB FUNCTIONS:

- Coordinate and manage the fellows' calendar, including monthly workshops, production schedules, and key deadlines.
- Serve as the primary point of contact for fellows, providing guidance, mentorship, and feedback throughout the program.
- Support fellows in the planning and execution of their 26:46 capstone documentary projects.
- Assist in the development and review of promotional and underwriting content created by fellows.
- Track fellow progress ensuring strict adherence to schedules and deadlines.
- Support grant reporting and storytelling related to the fellowship program's outcomes and impact.

REQUIRED SKILLS & ABILITIES:

- Strong organizational and project management skills.
- Excellent communication and interpersonal skills.

- Ability to manage multiple priorities and meet deadlines.
- Comfort working in collaborative, cross-functional environments.
- Ability to work flexible hours, including occasional evenings or weekends for events or productions.

EDUCATION and EXPERIENCE REQUIRED (an equivalent amount of training, education and experience will be considered):

- Bachelor's degree in film, media production, communications, education, or a related field or equivalent professional experience in film/media production, education, or nonprofit program management.
- Experience coordinating educational or creative programs, internships, or fellowships preferred.
- Familiarity with film and video production workflows, including pre-production, shooting, and post-production.
- Experience mentoring or supervising early-career creatives or students.
- Background in documentary filmmaking is a plus.