



VISUAL COMMUNICATIONS
CONNECTING COMMUNITIES THROUGH MEDIA ARTS
Since 1970

EMPLOYMENT OPPORTUNITIES

POSITION: Executive Director

LOCATION: Los Angeles, California

JOB DESCRIPTION:

The Board of Directors is searching for an Executive Director to lead a nationally recognized, Asian Pacific American media arts organization located in Los Angeles. Visual Communications is the presenter of the annual Los Angeles Asian Pacific Film Festival and the C3: Conference for Creative Content, and is one of the leading media arts centers in the country serving the Asian American creative media professional. Visual Communications is looking to hire an energetic, visionary leader to head this 44-year old organization. This high-profile position will lead the organization and the field of Asian Pacific American independent media during an exciting time of growth and creative innovation.

PRIMARY RESPONSIBILITIES:

- Develop and implement strong fundraising strategies to raise an annual budget of \$700,000 from foundations, corporations, public agencies, and individual donors as well as develop earned income streams;
- Manage internal operations including human resources, finance and budgeting;
- Provide leadership in strategic planning and implementation of plan with staff;
- Lead the organization's programs and events, including the annual Los Angeles Asian Pacific Film Festival, the C3: Conference for Creative Content, the Armed with a Camera Fellowship for Emerging Filmmakers, and the Digital Histories program for seniors;
- Work with the Board of Directors to formulate and recommend policies and procedures;
- Formulate an annual marketing plan and social media presence; oversee the rebranding process as outlined in our current strategic plan;
- Serve as the organization's senior representative to all constituencies: Asian Pacific ethnic groups, arts communities, and the film & television industry;
- Provide vision, leadership and motivation to the organization.

REQUIRED QUALIFICATIONS:

- Proven commitment to the Asian American arts and/or social justice community;
- Bachelor's degree and five years of leadership experience within the non-profit, advocacy and/or entertainment and marketing community;
- Proven success in non-profit fund & resource development with particular experience in individual and corporate giving and earned income revenue;
- Previous experience with managing at least five staff members and a program or organizational budget of over \$500,000/year;
- Strong financial management background with demonstrated experience in nonprofit fiscal oversight, financial reporting, and budget preparations;
- Experience producing large scale, multi-day events; ability to secure sponsorships, negotiate contracts and build long-term partnerships;
- Experience with building audiences and providing a successful customer experience;
- Excellent communication and organizational skills with an ability to offer support and direction to staff, volunteers and Board to insure meeting organizational goals and vision;
- Excellent written and verbal communication skills and ability to represent VC in a diversity of settings;
- A strong passion for and familiarity with the independent media arts, particularly within Asian American independent film;

See more 



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- Demonstrated success working in collaboration with partners from diverse backgrounds and perspectives;
- Organizational development and operational planning experience with a track record of fiscally sound programs and events.

DESIRED PERSONAL CHARACTERISTICS:

- Commitment to Asian American media and social justice issues is a must.
- Ability to think “out of the box” in developing new programs and revenue sources.
- Adept and knowledgeable about new and emerging media technologies.
- A strong commitment to improving access to media and technology resources for underserved communities.
- A team player and an excellent communicator able to unify and build support among people at every level (i.e. staff, board, and community partners).
- An ability to cultivate prospective donors, new members and potential sponsors.
- A good sense of humor.

COMPENSATION:

Compensation and benefit package commensurate with experience

TO APPLY:

Applicants should email resume and cover letter to the Chair of the Search Committee. All applications must be received by the end of the business day on **Wednesday, October 1, 2014**.

Chair of Search Committee, c/o Shinae Yoon
Visual Communications
120 Judge Aiso Street
Los Angeles, CA 90012
Email: shinae@vconline.org.

ABOUT VISUAL COMMUNICATIONS

Visual Communication’s mission is to develop and promote the diverse voices of Asian American filmmakers and media artists who empower communities, challenge perspectives, and shape the landscape of visual culture through year-round financial and creative support. VC endeavors to cultivate, support and connect Asian American creative professionals working towards sustainable and thriving careers in the arts.

Founded in 1970 by a group of pioneering independent filmmakers, VC has evolved from being the first media arts center dedicated to the honest and accurate portrayals of Asian American people and heritage to an artistic development institute for Asian American media content creators. VC’s annual **LA Asian Pacific Film Fest**, which recently celebrated its 30th year, brings both classic and cutting-edge cinema to eager audiences through Los Angeles. VC’s media arts training and education initiatives include the **Armed with a Camera Fellowship** for emerging artists, the **C3: Conference for Creative Content**, and seminars and workshops on digital video production. Our groundbreaking new artist services initiatives, the **VC Film Development Fund** and **Project Catalyst** — a film and media project market for Asian American filmmakers — serve as crucial portals for the production and promotion of independent media projects by and about Asian American communities.

Visual Communications is an equal opportunity employer.



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