

**ORGANIZATION:** Jacob Burns Film Center  
**POSITION:** Executive Director  
**LOCATION:** Pleasantville, NY  
**LINKS:** [Website](#); [YouTube Channel](#)  
**VIDEOS:** [Art-House in America](#) (Criterion Collection profile); [SXSW Video](#)  
**TO APPLY:** Please send resume and cover letter to [JBFCED@pbrsearch.com](mailto:JBFCED@pbrsearch.com).

## BACKGROUND

*“The JBFC is a force for social change disguised as a movie theater.”*

— Jonathan Demme, JBFC Board member (2006–2015) and curator (2005–2017)

One of the premiere and most successful art house theaters in the country, the Jacob Burns Film Center (JBFC) is a nonprofit cultural arts center dedicated to presenting the best of independent, documentary, and world cinema; teaching literacy for a visual culture; and making film a vibrant part of the community. While serving the local community by operating a five-screen cinema, education center, and artists residence center in Pleasantville, NY, thirty miles north of NYC and easily accessible by train less than a block away, JBFC has a national and international reach through:

- its programming and discussions with world-renowned filmmakers;
- its media education programs which serve the region and have a national presence;
- and its Creative Culture filmmaker program which attracts a diverse group of emerging and professional filmmakers from throughout the country and the world.

JBFC celebrates film as a vehicle for entertainment, education, and inspiration.

Each year, over 200,000 people come through the theater doors to see more than [400 films](#) – from current releases and foreign cinema to documentaries and curated series. JBFC’s audiences experience over 150 special events every year featuring in-depth conversations with a who’s who of filmmakers, actors, authors, and activists; live music performances; and custom-crafted receptions with local chefs. With its films, events, community screenings, visiting artists, and special guests, JBFC strives to further its nonprofit mission, spark dialogue, and encourage an acceptance of a diversity of perspectives among its theatergoers and the community.

Across the street, the Media Arts Lab is the hub of JBFC’s [education](#) and [artist support](#) programs. At the core of JBFC’s mission is the belief that viewing and creating media is an essential component to 21<sup>st</sup>-century literacy. In a typical year, over 120 buses bring more than 5,000 students for film screenings and discussions. In addition, JBFC is collaborating with narrative and nonfiction filmmakers from around the world to share meaningful and relevant stories for learning with students across the country. The Media Arts Lab is truly a laboratory, where staff develop, implement, and refine media literacy curricula – most notably through [Classroom to Screening Room](#); the [Image, Sound, and Story](#) curriculum; and the [Short Film Library](#) – that support students and teachers in becoming inspired creators, critical thinkers, and effective communicators.

Guided by a philosophy of inclusion and collaboration, Creative Culture is JBFC’s artist support programs offering fellowships, residencies, and fiscal sponsorship. The Fellowship Program provides experiences for emerging filmmakers to produce narrative, documentary, and animated short films in a collaborative community of peers. In under five years, the program has gained recognition as one of the most valuable experiences for early-career filmmakers available today. Short films produced in Creative Culture have screened at many prestigious film festivals globally, including

Sundance, Berlinale, and SXSW. Through partnerships with organizations such as Sundance Institute, Black Public Media, and Chicken & Egg Pictures, Creative Culture's Residency Program offers funded residencies at the JBFC's Artist Residence to filmmakers working on feature film projects.

JBFC currently employs over 30 full-time and part-time staff, operates on an annual budget of approximately \$6.5 million, and has a \$32M endowment. The organization seeks an experienced, strategic, and film-passionate executive director to build on its many strengths and achievements and lead it into a vibrant, dynamic, and sustainable future.

## **POSITION**

The executive director will serve as the primary face and voice of Jacob Burns Film Center and will work with the board, staff, and other stakeholders to set a bold course for its vibrant future. The executive director will lead and manage staff and will have the business sense to capitalize on emerging opportunities while also maintaining a focus on meeting stated long-term goals and objectives. In addition, the ED will effectively cultivate partnerships and funder relationships in service of the overarching nonprofit mission of JBFC. Finally, they will bring a strong operations skillset with the ability to effectively run a complex, multifaceted physical space.

## **RESPONSIBILITIES**

### **Strategic Leadership**

- Analyze JBFC's assets and opportunities, and work with the board and staff to develop a strategic plan to meet the needs of a changing environment and disrupted industry.
- Effectively communicate the goals of the strategic plan both internally and externally so that all stakeholders understand their role and responsibility in making the plan a reality.
- Be or become a valued and visible member of the film community locally, regionally, nationally, and globally, with the ability to engage with people from a wide array of backgrounds.
- Engage with and mobilize those who care about JBFC, including funders, partners, filmmakers, community members, and board members.
- Build upon and continue to realize JBFC's work to become a more diverse, equitable, inclusive, and accessible organization.

### **Fundraising and Sustainability**

- Working closely with the board and staff, identify new and grow existing sources of contributed and earned income to support the current operating budget and to build the long-term positive financial sustainability of the organization.
- Strategize ways to diversify fundraising efforts to support the budget over time.
- Evaluate earned revenue opportunities, and re-evaluate the JBFC's business model as needed.

### **Staff Leadership**

- Provide strong, effective, clear leadership for a group of committed and talented staff members; be a positive and accessible presence.
- Set high standards for professionalism, work product, and collegiality, and hold people responsible for maintaining them.
- Communicate in an effective and timely manner so that staff understand board and executive decisions and can adjust their work accordingly.
- Ensure staff members understand how their specific roles contribute to the overarching mission and purpose of the organization.

### **Financial and Operational Leadership**

- Be responsible for fiscal management, ensuring JBFC operates within budget, maximizes resource utilization, and maintains a positive financial position.
- Oversee the evaluation of current processes, procedures, and systems, and drive the implementation of new ones as necessary to ensure that JBFC is maximizing its business efficiency without losing the creativity and innovation that are hallmarks of the organization.
- Continue to codify organizational policies and procedures, with the goal of increasing clarity, efficiency, and fairness across the organization.

### **QUALIFICATIONS**

The ideal candidate will be a seasoned, strategic, emotionally intelligent leader with a deep passion for film. Specifically, the executive director will have:

- The ability to build on the organization's legacy while setting the course for a sustainable future.
- At least ten years of executive management experience in positions with significant external and internal responsibilities, ideally at a place-based nonprofit, and a track record of managing and motivating results-oriented teams.
- Extensive experience fundraising with a track record of cultivating meaningful relationships and closing contributions from all revenue sources, as well as developing earned income streams.
- The ability to foster mutually beneficial partnerships with donors, filmmakers, organizations, and other stakeholders.
- Emotional intelligence, a winning personality, and the ability to engage with people from various disciplines and backgrounds.
- Comfort with complexity and the ability to drive multidisciplinary projects forward.
- Experience working with a board of directors, with the ability to enhance existing and develop new board member relationships.
- The ability to work on location in Pleasantville, including for evening and weekend events as needed.
- Strong written and verbal communication skills, with the ability to convey JBFC's mission and plans in ways that inspire others to contribute to their realization.

### **COMPENSATION**

- Minimum \$225K annually.
- Benefits including health insurance, 403(b) plan, generous paid time off and sick leave, paid parking, TransitChek, movie tickets, and discounted education programs.

***The Jacob Burns Film Center is an Equal Opportunity Employer and does not discriminate on the basis of age, color, national origin, ethnic origin, citizenship status, disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, marital status, veteran status, or any other characteristic protected by federal, state, or local law in its employment policies. In addition, JBFC will provide reasonable accommodations for qualified individuals with disabilities.***