

# SOLAS NUA NEW IRISH ARTS

## Solas Nua seeks contractor to run its Capital Irish Film Festival

**Deadline June 11, 5pm EST**

### **Contract description: individual or company to run Solas Nua's Capital Irish Film Festival**

Solas Nua, Washington, D.C.'s premier multidisciplinary contemporary Irish arts organization seeks proposals from an individual or company to run its annual Capital Irish Film Festival in March 2023.

Solas Nua's Capital Irish Film Festival (CIFF) has been showing Irish films, and films by Ireland-based filmmakers annually, every **March**, for 16 years. The festival has recently been presented the first weekend in March, in partnership with the American Film Institute at its historic art deco Silver Theatre & Cultural Center in Silver Spring MD. In 2021 the festival was run solely online through Eventive.

Solas Nua seeks a highly motivated and ambitious contractor to drive CIFF through its next phase of artistic programming and audience development while also consolidating a sustainable and resilient business model.

### **Overview**

Working with the Executive Director of Solas Nua, the CIFF contractor has responsibility for the efficient management of Solas Nua's Capital Irish Film Festival. The contractor will, as agreed with the Executive Director, organize and present an annual Irish film festival, in partnership with the Festival's venue(s), to include up to 15 features and shorts programs by Irish or Ireland-based filmmakers, in line with Solas Nua's mission. The contractor of CIFF will also be required to support the Solas Nua Fundraising Team on the festival development and fundraising.

The contractor should be aware of recent film releases fitting the description above and the Irish film industries, both in the North and the Republic of Ireland. Short films are selected from submissions through Film Freeway.

The contractor will work with a part-time Festival Assistant Producer, who manages the volunteers, the submission process over the summer before the festival and runs CIFF@Home (online) throughout the year. The contractor will also design the festival short film judging process and recruit and assign judges.

**Specific Key Deliverables:**

1. Develop a defined festival programming vision, calendar and execution strategy in collaboration with the Executive Director and festival partner venue(s), along with appropriate annual budgets. The contractor will advise Solas Nua of what other large Irish film festivals are screening around the world and will keep abreast of new feature-length releases that might be appropriate for the festival.

2. Elevate the Capital Irish Film Festival's reputation, visibility and presence within the contemporary Irish film community in the U.S., in Ireland and internationally.

3. Manage the day to day and short-term operations of the festival in the lead up to, during and immediately after its run, manage the operations in an efficient and effective manner. The consultant will achieve the festival's goals and deliver its programs on time, within budgets and to high standards.

4. Build new, and nurture existing relationships, stakeholders and partnerships, develop and expand audience numbers and diversity of participants for the festival.

5. Expand potential partner organisations in the U.S. and Ireland; collaborations with international organizations and artists representing the diversity of Ireland and increased audience diversity.

## **Specific Responsibilities - The contractor will:**

### **A. Program:**

Develop a festival program in line with an agreed calendar, vision and execution strategy, in accordance with annual budgets, in line with Solas Nua's mission and in collaboration with festival partner venue(s).

Organize and present an annual Irish film festival, to include features and shorts, in line with Solas Nua's mission.

Participate in meetings with the Executive Director, staff and festival venue(s) to assist in coordinating around and with other programming areas.

Manage, with the Assistant Producer, festival selection panels in Ireland and the U.S.

### **B. Budgeting / fundraising:**

Work to the festival budget in a format and timeframe outlined by the Executive Director.

Work with the Solas Nua Board, other contractors and/or volunteers on fund-raising for the festival, including the identification of sponsors, solicitation of individual donors and participating in presentations and meetings with institutional funders.

Help strengthen donor management systems and help to increase annual donations for the festival.

### **C. Marketing / PR:**

Provide, within an agreed timeline, written explanatory/educational materials on the festival for use in programs, the website, social media and publicity to be coordinated with the Executive Director and Solas Nua's marketing and press team.

Meet and greet patrons at the festival and be a face and presence of the festival.

### **D. Development:**

Be in charge of festival development, including initiating new program directions and awards, such as the Norman Houston Annual Short Film Award.

Consult and advise the Executive Director, the Solas Nua Board and the Solas Nua marketing team in planning and implementing audience development activities including marketing strategies, public relations and promotional events for the festival and ticket sales campaigns.

Foster the development of good relations with other cultural organizations by participating in meeting and joint activities, where appropriate, and report on potential partnerships to the Executive Director and the Solas Nua Board.

### **Competencies, Skills and Experience Required of the Contractor:**

Essential:

- Minimum of three years' experience in a senior management or leadership role in the arts with an understanding of the project management cycle of a festival.
- Film festival experience, with an understanding of and experience in working with distributors, directors etc.
- Knowledge of the Irish film sector and an understanding of CIFF's audiences in its context of Washington, D.C., and Maryland.
- Proven, artistic and management track record with demonstrable artistic vision and ambition – ability to curate and manage all aspects of the festival program to the highest standards.
- Excellent communication and negotiation skills, ability to communicate well in a range of situations.
- Excellent organisational skills and the ability to work under pressure to multiple deadlines.
- The successful contractor will be self-initiating, flexible and bring a pragmatic approach to problem solving.

Desirable:

- Previous experience in running a film festival.
- Experience in marketing and fundraising.
- While it is desirable but not essential for the contractor to live full-time in the Washington, D.C. area, they must be available for in-person meetings with stakeholders, funders and venues at times throughout the year.
- A good knowledge of Washington, D.C. and surrounds.

E. Fees

A maximum fee of \$22,000 paid monthly on provision of invoices.

F. Timeframe

Key dates: some input in July, August & September.

The programming timeline begins in October and runs through March.

The successful contractor will advise on timeline deliverables.

Please submit your proposal (no more than three pages in total), to include relevant qualifications and why your experience makes you right for this contract, along with your artistic vision for the festival, to Solas Nua's Executive Director, Miranda Driscoll, at [miranda@solasnua.org](mailto:miranda@solasnua.org) by **Friday June 11 at 5pm Eastern Time**. Please use the subject line '**CIFF Contractor**' in your email. While it is desirable but not essential for the contractor to live full-time in the Washington, D.C. area, they must be available for in-person meetings with stakeholders, funders and venues at times throughout the year.

**Proposals will only be accepted by email and will not be accepted after the deadline.**