



## JOB ANNOUNCEMENT

**Organization:** *Network of Arab Arthouse Screens (NAAS)*

**Job Title:** *Executive Director*

**Location:** *The Executive Director will be mostly based in Beirut, but should expect to travel frequently across the region and internationally*

### About the Organization

NAAS (Network of Arab Arthouse Screens) is a network of alternative film spaces in Arabic speaking countries united by the common goal of developing cinema culture across the region. The Network's collective vision is to foster alternative cinema in the region by expanding public access to the best of local, regional and world cinema amongst its large combined audience.

### Responsibilities

The executive director is appointed by, and reports to, the board of directors and the steering committee. He/she is responsible for:

- Maintaining the overall strategic direction of the organization as identified in the mission statement
- Designing the strategic and operational planning processes and ensuring the involvement of the organization's different stakeholders
- Overseeing the planning, implementation and evaluation of the organization's programs, workshops and services
- Overall management and development of the organization, and overseeing the implementation of all programs
- Overseeing the efficient and effective day-to-day operation of the organization
- Coordination between all the organization's bodies including general assembly, steering committee, board of directors and the organizational staff
- Securing the necessary funding for the organization's operations and programs
- Building and sustaining partnerships with relevant organizations, platforms and individuals
- Ensuring the financial sustainability of the organization
- Acting as a spokesperson for the organization and effectively representing the organization regionally and internationally
- Ensuring proper and regular internal and external communication through meetings, festivals and online platforms
- Appointing and managing the organization's team
- Ensuring proper reporting to the organization's stakeholders

### Qualifications

- Minimum 5 years experience in the film industry, with additional experience/knowledge in the field of arts and cultural management
- Ability to think strategically, and assess options and actions based on the external environment and the mission of the organization
- Understanding and responding to the needs of the alternative film exhibition sector and the current challenges in the region
- Ability to plan, manage a team and effectively manage daily operations of the organization
- Ability to develop new and unique ways to improve operations of the organization and to create new opportunities within a challenging environment
- Ability to work with a diverse set of partners and members across the region and internationally
- Ability to work under pressure and availability to travel frequently
- Excellent written and spoken English and Arabic. Command of French is highly preferred.

Interested applicants should send a resume and a cover letter to: [info@naasnetwork.org](mailto:info@naasnetwork.org) with the subject "Executive Director" before April 30<sup>th</sup> 2016. For more information about NAAS, please visit [www.naasnetwork.org](http://www.naasnetwork.org) and our Facebook page [www.facebook.com/naasnetwork](http://www.facebook.com/naasnetwork)