

Job Posting Program Manager

Job Status:	Part-time, ongoing employment
Rate:	\$45-\$50/hr, depending on experience
Hours:	15-20 hrs per week, incl. occasional evenings and weekends
Start Date:	Late April 2025 (TBC)
Location:	Metro Vancouver (hybrid)
Deadline to Apply:	2 March 2025, 5pm Pacific

The Pacific Screenwriting Program (PSP) works to ensure a vibrant screenwriting community in British Columbia. Based in Vancouver, the not-for-profit organization provides training and support to TV film and television writers at all levels, with the aim of generating a deep and sustainable pool of local talent for BC-based series and films with an emphasis on diversity and gender parity.

The Role

The PSP is recruiting an ongoing Program Manager to manage the flagship Scripted Series Lab program and oversee the planning and execution of the PSP's other programs in collaboration with the Executive Director. The ideal candidate will have an understanding of the episodic screenwriting process and an ability to evaluate scripts and support the development of emerging writers. They will bring program, project management and problem-solving experience, exceptional interpersonal and coaching skills, a strong sense of accountability, and a collaborative approach to their work.

Please note: this role is not a good fit for someone concurrently pursuing a screenwriting career. Further, to avoid any perception of a conflict of interest, PSP policy is that staff may not take part as participants in any PSP programs during the time they work for the PSP or for a year following their departure.

Work Hours and Environment

The working hours will predominantly be weekdays during office hours on a schedule agreed with the Executive Director. Hours will flex slightly based on program needs, and there will be occasional necessary evening or weekend hours for program delivery. The role will be undertaken partly in person at our Gastown office and partly remotely, with an expectation of office presence at least a couple of times each week on an agreed schedule; this is non-negotiable. The PSP is run by a small team, with no administrative support, so staff are hands-on in all aspects of the work.

Responsibilities include but are not limited to:

- annual program planning and evaluation
- managing program participant selection processes
- supporting applicants, participants, and program leaders/mentors (senior writers) throughout their engagement
- identifying, scheduling and hosting industry meet-and-greets and training
- planning and executing program logistics (spaces, materials, refreshments etc)

- liaising and relationship building with members of the screenwriting and producing community at all levels
- informally coaching and supporting emerging writers and promoting program alumni
- collaborating with the Executive Director on identifying program opportunities, development and design

Experience & qualifications:

- experience planning and running programs
- an understanding of screenwriting and an ability to evaluate episodic scripts
- demonstrated track record with respect to project management, detail orientation and accuracy
- excellent planning, time management and organizational skills
- exceptional oral and written communication skills, including care, clarity and tact
- an adaptable mindset and a proactive, problem-solving approach
- an ability to work independently, exercise good judgement and be self-motivated
- a desire to support emerging writers in their development
- a commitment to equity, diversity and inclusion
- strong computer skills, including Google Suite and Zoom
- legally able to work in Canada (Canadian citizenship, permanent residency, or existing open work permit).

The Pacific Screenwriting Program strives to be an equitable and inclusive workplace. We encourage applications from members of communities that have been marginalized based on sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, or identity as an Indigenous person. We welcome self-identification in your application. To request accommodations or access needs in this process please email camilla@pacificscreenwriting.com.

To apply, please send a resume and cover letter outlining your suitability for the position to Camilla Tibbs camilla@pacificscreenwriting.com by 5pm Pacific, Sunday March 2, 2025.

We thank all applicants for their submissions but only those selected for interviews will be contacted.