



Annex Block, Makerere Institute of Social Research. P.O Box 72156, Kampala, Uganda
Telephone Number +256 414 690 258 / Cell No. +256 717 84 83 70

Maisha Film Lab Vacancy

Position: Program Coordinator

Duty Station: Kampala Uganda

Contract position: 3-month probation period, upon confirmation 2 years

Remuneration: Negotiable

Overall Responsibilities

The Program Coordinator will be responsible for the researching and writing Public Relations/Communications material for Maisha oversee the general administration of the office and logistics of each Lab.

The Program Coordinator reports to the Program Director based in Kampala, Uganda

Key Responsibilities

- Researching, writing and submitting on Foundation Proposals, working in conjunction the Program Director in Uganda.
- Public Relations/ Communications: this includes but not limited to press releases to ensure that Maisha is in the press and Lab are announced, ensure we develop our website so that it becomes more of a resource tool for filmmakers and that it is kept updated, ensure our newsletter come out at least ones a ¼ basis, if we can increase this, that would be best. Public Relations including having events in each of the 4 countries we work in to inform the general film community and donors of the work we do.
- Ensure we have a strong presence on social media
- Networking with the Maisha Alumnus and Mentors and filmmaking community. For the Maisha Alumnus ensure we have updated information as to what they are doing.
- Planning and organizing the different aspects of the labs including but not limited to developing all the communication for the Labs, and sending it out the participants and mentors.
- Supporting the program director on issues of Government advocacy for Arts and Culture in East Africa, working with Film Commissions and relevant bodies, Corporate Governance and Transparency for Maisha itself
- General Administration including but not limited to IT database, equipment, filing, responding to emails.
- Work with the Program Director as required to ensure that the Programs are going well

If We Don't Tell Our Own Stories No One Else Will

www.MAISHAfilmlab.org



Annex Block, Makerere Institute of Social Research. P.O Box 72156, Kampala, Uganda
Telephone Number +256 414 690 258 / Cell No. +256 717 84 83 70

Qualifications and Skills

- Bachelors Degree in Public Relations and Communications
- **Strong proposal /foundation writing experience – essential**
- **Proven logistics / event management experience**
- Working experience at a Film Festival added advantage
- Working as a Producer for films added advantage
- Experience in management and general administration skills
- Excellent report writing skills
- Have experience in developing and tracking budgets
- Computer literate in MS Word, Excel, Power Point, Access, Projects
- 3 years experience in working with NGOs at middle level management
- General comfort with the filmmaking process
- Familiarity with filmmaking equipment

Person Specification

- Excellent communication skills both oral and written
- Excellent representation skills
- Team player
- Excellent interpersonal skills
- Flexible, open minded and creative in thinking

If We Don't Tell Our Own Stories No One Else Will

www.MAISHAfilmLab.org



Annex Block, Makerere Institute of Social Research. P.O Box 72156, Kampala, Uganda
Telephone Number +256 414 690 258 / Cell No. +256 717 84 83 70

Maisha Background

Maisha is a leadership development organization. We invest in an emerging film industry in East Africa—with the twin goals of creating economic capacity while contributing vibrant new voices to an increasingly international film world. We don't just make *films*, we make *filmmakers*.

We are the only free film training program in the continent of Africa, harnessing great oral-storytelling traditions through the medium of cinema. Our mantra: If we don't tell our own stories, no one else will.

Maisha Film Lab marks its ninth year in 2013, having provided 480 Scholarships, produced 50 films, and developed a year-round curriculum encompassing a variety of skill levels. We started out with one lab in 2004, and now, Maisha holds four Screen Writing labs in Uganda, Kenya, Zanzibar & Rwanda, one Annual Documentary Lab in Uganda, and One Annual Filmmaking and Technical lab in Uganda followed by the MAFF (The Maisha Annual Film Festival), as well as frequent Master Classes and two Annual Youth Labs.

Mission Statement

Empower visionary artists in East Africa, giving them the tools to tell their stories through film

Enrich world cinema, bringing new and yet-unheard voices into the global discourse

Establish the roots of a self-sustaining industry in East Africa

Objective

Film is a powerful medium for the transmission of ideas in a free society. Our main objective is to increase the capacity of the local film industries; this will directly benefit media professionals in Uganda, Tanzania, Rwanda, and Kenya. We also aim to empower our filmmakers in production of local content. By extension - local audiences will gain the confidence of self-expression from seeing their communities onscreen.

Email the resume to The Program Director, Maisha Film Lab. Attention Fibby Kioria ,
fibby@maishafilmlab.org

If We Don't Tell Our Own Stories No One Else Will

www.MAISHAfilmlab.org