



The Cinémathèque de Tanger is hiring a new Director !

The Cinémathèque de Tanger is an internationally recognized art house cinema and cultural center located in the heart of Tangier, Morocco. Open to the public for the past 15 years, with 2 screening rooms (250 and 50 seats), a well-loved café, a documentation room, and 2 archive rooms. The Cinémathèque has ensured the enhancement and safeguarding of cinematographic heritage, national and international.

This institution, an emblematic place, a place of openness and encounters, broadcasts Moroccan and international film productions, in order to offer its audience quality programming. The Cinémathèque de Tanger is a non-profit organization, supported by a passionate team of 12 permanent staff and 10 administrators.

The Director operates under the authority of the Board of Directors of the Cinémathèque de Tanger and works in close collaboration with the President of the Board.

General Organization :

- The Director determines and implements the general organization of the activities of the Cinémathèque de Tanger,
- Organizes the Board of Directors and Annual General meeting,
- Designs and implements a school project (development, writing),
- Draws up activity reports, annual reports, statistics, etc.

Programming and entertainment :

- In compliance with the editorial line of the Cinémathèque (art and essay cinema, repertory and classic cinema, research, image education and support for regional and national creation).
- The Director sets up and coordinates the film programming,
- Implements and personally leads specific events and programs (young audience, festivals,...)

Human resources :

- The Director manages the activity of the team and carries out human resources management goals (recruitment, training, definition of tasks and development of schedules, etc.).

Accounting and Management :

- In collaboration with the head of the administrative, management and financial department, the Director carries out the accounting and administrative management of the Cinémathèque,
- Develops and monitors budgets,
- Validates the annual accounts presented by the accounting firm, before presentation to the Board of Directors.

Development strategy :

- The Director determines and implements the development strategy of the Cinémathèque at the local, national and international level,
- She or he sets quantitative annual development objectives,
- Designs the fundraising strategy,
- Builds and maintains institutional and professional partnerships,
- Represents the Cinémathèque in its external relations, and ensures that good relations are maintained with official interlocutors.

Communication :

- The Director defines the communication strategy at local, national and international level,
- Represents the Cinémathèque in its relations with the press and the media,
- Designs the communication plan and its media.

Technical and Safety :

- The Director controls the maintenance of equipment and infrastructure and makes informed decisions on technical investment,
- Is responsible for the proper application of the legislation and regulations in force with regard to the safety of buildings and people.

CANDIDATE PROFILE

- **Graduate degree :** cinema studies; non-profit administration; cultural mediation, project management, cultural establishment, etc.
- Minimum 5 years' experience in cultural policies and management of cultural establishments.
- **Qualities :** Creativity, team-building, resourcefulness, problem solving, community spirit, diplomacy.
- **Skills :** Deep knowledge of cinema past and present; cultural leadership experience.
- **Knowledge** of the administrative, legal and financial rules of cultural associations and in particular cinematographic.
- **Knowledge** of the functioning of a cultural establishment.
- **Mastery** of management techniques.
- **Sense of teamwork** and excellent interpersonal skills
- Ability to lead and work in a team and to shape successful collective energy around a project
- Organized, autonomous, rigorous and able to adapt to different work situations
- Excellent writing skills.
- Good listening skills, advice, information to best meet the needs of the interlocutors
- **Languages:** Fluent in French and English (Arabic would be a plus and other languages appreciated)
- **Hours:** available weekends and evenings - frequent trips.

Contract per Moroccan law, compensation according to profile and experience

CINEMATHEQUE DE TANGER

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