

Traces of the Trade: A Story from the Deep North

Ebb Pod Productions LLC
EVENTS COORDINATOR
Position Announcement

This position entails coordinating screening events and programs associated with an award-winning documentary film, **Traces of the Trade: A Story from the Deep North**. The organization, using the film as a resource, is committed to advancing the cause of racial justice and reconciliation. Events will include screenings, speaking engagements, workshops, etc. featuring the filmmaker, family members from the film, and staff members. Events will take place at schools and universities, museums, workplaces, community centers, religious congregations, film festivals and other venues.

Description of the film/outreach project:

Traces of the Trade tells the story of first-time filmmaker Katrina Browne's New England ancestors, the largest slave-trading family in U.S. history. At Browne's urging, nine fellow descendants of her family agree to journey with her to retrace the steps of the Triangle Trade. The family travels from Bristol, Rhode Island where the family business was based, to slave forts in Ghana where they meet with African-Americans on their own homecoming pilgrimages, to the ruins of a family-owned sugar plantation in Cuba. At each stop, the family grapples with the contemporary legacy of slavery, not only for black Americans, but for themselves as white Americans. They come face-to-face with their love/hate relationship to Yankee culture and privilege, and struggle with how to take public action given all that they now know.

The issues the DeWolf descendants are confronted with dramatize questions that apply to the nation as a whole: What, concretely, is the legacy of slavery—for diverse whites, for diverse blacks, for diverse others? What history do we inherit as individuals and as citizens? How does Northern complicity change the equation? What would repair—spiritual and material—really look like and what would it take?

Traces of the Trade premiered at the Sundance Film Festival in January 2008, and was broadcast in June, 2008 on PBS's premiere documentary series *P.O.V.* It is now being used as a tool for education, dialogue and action across the country. For more info: www.tracesofthetrade.org

Job Duties:

- Respond to website inquiries re: setting up events/programs.
- Assist program staff in strategic outreach efforts by proactively researching other event/program possibilities and then applying to/approaching them (e.g. conferences).
- Research and apply to film festivals in U.S. and abroad.
- Manage decision-making process re: which speakers/facilitators/trainers will do which events, including Ebb Pod staff and **Traces** family members.
- Negotiate speaking fees.

- Work in consultation with event hosts and other Ebb Pod staff on promotional/PR efforts for events.
- Manage and prepare email announcements to appropriate constituents for events using our database.
- Update website with the schedule of upcoming screenings and programs.
- Manage print traffic for all screenings events and film festivals.
- Send supplies/materials to event locations ahead of time; make sure presenters have materials they need.
- Ensure that event hosts and presenters are aware of event logistics protocols.
- Manage travel arrangements for trainers/speakers.
- Coordinate use of program evaluation tools to measure the impact of events.
- Work with other staff to track overall events budget (revenues and expenses).
- Manage event contracts, billing and payments.
- Maintain the master events calendar.
- Maintain a contact list of conferences and film festivals.
- Input mailing lists into database after events.
- Other miscellaneous organizational projects as needed.

Qualifications:

Skills/Qualities:

- Ability to work as part of a team, coordinating among multiple people to plan events.
- Ability to negotiate, and communicate well both orally and in writing, with people representing a range of backgrounds, positions, and institutions.
- Commitment to racial justice and reconciliation; sensitivity to dynamics of race and class.
- Conscientious, logistics/detail-oriented, dependable, and efficient.
- Strong skills in project coordination, especially information management.
- Innovative, quick learner, ability to adapt to new challenges.
- Ability to exercise independent judgment and assume responsibility for decisions, consequences, and results having an impact on people, costs, and/or quality of service.

Technical knowledge:

- Required: Proficiency in Microsoft Office Suite programs
- Preferred: Quicken or Quickbooks, database software, graphics and web software

Education/Experience:

- Bachelor's degree required.
- Three to five years experience in a detail-oriented, fast-paced office environment.
- Experience in racial justice and reconciliation work a plus.
- Experience with documentary film/outreach projects a plus.

Salary: \$34,000-\$40,000, depending on experience, plus benefits

Location: Boston area

Status: Full-time

To Apply: Please submit a cover letter, resumé, three references, and a writing sample to mmcneely@tracesofthetrade.org. Writing samples could include:

professional
writing (for the

writing or correspondence (a grant, letter, etc.), or promotional
web, email marketing campaign writing, press releases, etc.).