



Job Opening: Senior Programmer

Description:

Reporting to the Artistic Director, the Senior Programmer is responsible for curating and programming films, film series, and repertory programs to successfully and thoughtfully execute the mission of the Coolidge. Additionally, this role will collaborate with all departments in service of marketing and fundraising for film programs and support broad organizational efforts for audience development and engagement, serving as an internal point of contact for information requests from the Programming department. The Senior Programmer is also responsible for coordinating logistics for programming partnerships and screenings with special guests/speakers.

The ideal candidate will possess a comprehensive knowledge of national and international film movements, and their technological and historical context, and have a minimum of 3 - 5 years' experience working in film curation/exhibition.

This is a full-time position; periodic evening or weekend work is required.

Responsibilities include:

- Collaborate with Programming team, colleagues, and external film booker on broad strategy for new release and repertory programming.
- Point person for ongoing signature series such as Science on Screen (national initiative and Coolidge program), Stage and Screen, Shakespeare Reimagined, Cinema Masala, Coolidge Award, Breakthrough Artist Award, Impact Award, and more. Handles all booking requests, talent asks, speaker/guest logistics, written copy.
- Sustain and develop collaborations with local arts/community orgs and film festivals, including negotiation of MoUs and coordination of all program/speaker logistics.
- Coordinate visits by filmmakers and other special guests with Artistic Director and other staff. Negotiates honoraria and coordinates itineraries with Events team.



- Collaborate with Programming and Events teams to review weekly film schedule. Coordinate with Theatre staff for logistical feasibility and convey details for special events.
- Create trailer sheets to complement weekly film programs, and distribute to Projection team in a timely manner.
- Collaborate interdepartmentally with Development and Marketing on fundraising for and promotion of various programs and programming initiatives.
- Collaborate interdepartmentally with Education team on classes and seminars tied to new release and repertory programming.
- Introduce films and moderates Q&As.
- Perform other duties as assigned.

Qualifications:

- Minimum 3 - 5 years' experience working in film curation/exhibition.
- Bachelor's Degree (or higher) in Cinema Studies or equivalent preferred.
- Advanced knowledge of or experience working in film distribution.
- Functional knowledge of cinema operations is a plus.
- Interest and ability to watch a wide variety of films, and program for intended audiences, occasionally outside of personal taste.
- Working knowledge of the Boston film landscape, including community partners, preferred.
- Minimum 3 - 5 years' experience successfully meeting program revenue/expense goals, and managing a budget in an independent, nonprofit, university, or art house setting.
- A passion for art house cinema, and the art of exhibition.
- Strong tech skills in standard office software, e.g. Google Suite, Microsoft Office.
- Excellent interpersonal skills and capacity to communicate effectively with a wide range of constituencies, verbally and in writing.
- Detail-oriented, with the ability to carry out projects independently, take initiative, and collaborate, managing multiple deadlines simultaneously.
- Comfortable with large groups, public speaking, and flexibility in response to change.
- Appreciation for the Coolidge's mission to "entertain, inform, and engage—building a vital community through film culture".

**Salary:**

\$68,000 - \$73,000

Senior Programmer is a full-time position with the opportunity to grow professionally. The Coolidge office has a flexible work schedule; periodic evening and weekend work is required. Benefit package provided, including medical, dental and 403(b) retirement plan, paid holidays, a flexible spending account, and paid vacation on a graduated scale based on years of service.

Apply by:

December 5, 2025

How to Apply:

The Coolidge seeks to engage and retain a diverse workforce and encourages all to apply. Please send a cover letter (LAST NAME_FIRST NAME_COVER LETTER) and resume (LAST NAME_FIRST NAME_RESUME) to jobs@coolidge.org with "Coolidge Senior Programmer" in the subject line. No phone calls please.

The Coolidge provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, or genetics. In addition to federal law requirements, the Coolidge complies with applicable state and local laws governing nondiscrimination in employment. This policy applies to all terms and conditions of employment, including recruiting, hiring, promotion, termination, layoff, recall, leaves of absence, and compensation.

The Coolidge expressly prohibits any form of workplace harassment based on race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, genetic information, disability, or veteran status. Improper interference with the ability of the Coolidge's employees to perform their job duties may result in discipline up to and including discharge.

This job description is not designed to cover or contain a comprehensive listing of activities, duties and responsibilities that are required of this position. Duties, responsibilities and activities may change, or new ones may be assigned.

ABOUT THE COOLIDGE CORNER THEATRE



The Coolidge Corner Theatre is a nonprofit film and cultural institution located in Brookline, MA whose mission is to entertain, inform, and engage — building a vital community through film culture. The Coolidge is highly regarded as the premier art house cinema in New England and a cultural and community asset in Greater Boston, has a membership base of over 5,000, and serves over 300,000 patrons annually. In addition to screening first-run independent films, the Coolidge offers a wide variety of special programs and events, including community discussions, and collaborates with a myriad of other organizations.