



Cinema Masala Program Coordinator (remote)

Job Description

OVERVIEW

The Coolidge Corner Theatre Foundation (the Coolidge) is seeking applications for a Program Coordinator for its new national Cinema Masala initiative. This is a part-time position requiring an average of 3-5 hours of work per week. This position is fully remote.

ABOUT CINEMA MASALA

In 2025, the Coolidge launched Cinema Masala, a new film series dedicated to celebrating India's vibrant film history. In India, a "masala film" (named for a blend of spices) mixes genres: action, romance, comedy, drama, musical. Masala films are enjoyed by all and are best seen on the big screen, where audiences can laugh, cry, sing, and even dance in the aisles. With this series, we bring audiences their own masala, featuring a selection of films from different genres, eras, and languages.

Cinema Masala is curated in partnership with the acclaimed filmmaker and preservationist Shivendra Singh Dungarpur, the founding director of Film Heritage Foundation, a nonprofit organization committed to preserving India's cinematic legacy.

In Fall 2026, with underwriting support from Sapna Saxena, the Coolidge seeks to expand Cinema Masala to 5 - 6 additional venues located in cities across the United States. The Program Coordinator will support the national expansion.

TYPICAL DUTIES AND RESPONSIBILITIES

The Cinema Masala Program Coordinator will be tasked with coordinating all aspects of the national expansion. Specific responsibilities include:

- Work with each venue to coordinate dates and all aspects of film booking (including film media delivery)
- Write film synopses that venues can use to market film titles to local audiences
- Organize and provide marketing assets for venues
- Ensure each venue is in compliance with the program

- Collect attendance figures and other relevant details from venues
- Assist in negotiating fees from distributors and coordinate payments

QUALIFICATIONS

- BA preferred
- Minimum 3 years' related work in film programming or distribution
- Experience working with overseas film distributors preferred
- Strong knowledge of Indian cinema
- Superior written communication skills
- Excellent organizational and time management skills
- Exceptional attention to detail
- Skilled in standard office software, such as Google Suite, Microsoft Office
- An enthusiasm for film and the Coolidge's mission

SALARY

Salary: \$36/hour [avg 3 - 5 hours per week]

APPLY BY

August 10, 2026

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 "Cinema Masala Program Coordinator" 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.

ABOUT THE COOLIDGE CORNER THEATRE

The nonprofit Coolidge Corner Theatre is a premier American independent cinema renowned for its curated feature film programming and innovative signature educational, cultural, and entertainment programs. Led by the Coolidge Corner Theatre Foundation, its mission is to entertain, inform, and engage—building a vital community through film culture.

The Coolidge has been at the heart of Greater Boston's cultural community since opening its doors as an Art Deco movie palace in 1933 and was established as a nonprofit in 1989, after a successful community initiative saved the theater from planned sale and demolition. In 2024, the Coolidge opened a \$14 million, 14,000 square foot expansion that includes two new theatres, an Education and Community Engagement Center, and a new lobby.

The Coolidge celebrates cinema as an essential art form and fosters a vibrant home for film culture to thrive, presenting curated film and education programs 365 days a year. It offers audiences the opportunity to discover works from established and emerging film artists from around the world, and is a center for community and connection, partnering with several greater Boston cultural organizations and film festivals. The theater's national Science on Screen® initiative, pro bono youth education program, award-winning signature programs, and world-class projection capabilities have also contributed to the Coolidge's reputation as one of the nation's leading independent cinemas.