



**Job Title:** Writers' Room of Georgia Program Manager

**Company:** Trilith Institute, Inc.

**Location:** Fayetteville, GA

**Job Type:** Part-time

**About Trilith Institute, Inc.:**

Nothing has the power to impact the world like Story. Economically and culturally, the film, television, and media we consume shape us in profound and life-altering ways. Yet today, the stories that drive the global entertainment industry are generated by a handful of people who live similar lives in similar places. Oftentimes, new voices don't have the training or the means to get their stories told—but Trilith Institute is here to change that. We are dedicated to discovering and developing the next generation of storytellers and empowering them to create culture-enriching content that captures fresh and diverse perspectives. With this work, we are driving economic opportunity and advancing human progress forward to a better future. For more information visit: <https://trilithinstitute.org>

**About Writers' Room of Georgia:**

The Writers Room of Georgia, a unique initiative of the Trilith Institute, offers members unparalleled access to industry professionals through exclusive workshops, mentorship programs, and job opportunities. This collective is your sanctuary for talent development, collaboration, and celebration of filmmaking craft in the vibrant state of Georgia.

**Job Description:**

The WRG Program Manager will lead the development and operational success of the Writers' Room of GA (WRG), collaborating closely with the Workforce & Industry Relations Coordinator. This role involves program management, strategic planning, member engagement, and administrative responsibilities to establish a thriving writers' community.

**Key responsibilities include:**

- Oversee all stages of WRG's creation, from initial development to launch, including recruitment, marketing strategies, and budget tracking.
- Collaborate with the Workforce & Industry Relations Coordinator to design and implement networking events and conferences, such as the annual writers' conference and guest lectures.
- Conduct weekly meetings with the Workforce & Industry Relations Coordinator to review plans, progress, and actionable steps.

- Build and maintain strategic partnerships with industry professionals and third-party vendors to increase opportunities for WRG members.
- Develop and manage a membership system, including administrative, financial, and membership records.
- Facilitate weekly virtual engagement sessions and organize monthly in-person workshops and networking events for WRG members.
- Administer the WRG Discord server, uphold community guidelines, and onboard new members to foster an inclusive, engaged community.
- Assist in setting up and maintaining the WRG membership website and tech platform.
- Maintain detailed databases of industry contacts, WRG members, and key stakeholders to streamline communications.
- Implement a writers' room reservation system and ensure the maintenance and availability of resources for members.
- Advocate for WRG members, championing original storytelling and creating unique experiences for members and stakeholders.
- Actively participate in Trilith Institute staff meetings, WRG meetings, and team meetings as scheduled.
- Carry out additional duties as assigned to support WRG's mission and objectives.

**Qualifications:**

- Bachelor's degree in communications, business, creative writing, or a related field.
- Proven experience in program management, community development, or a similar role, ideally within the creative or entertainment industries.
- Strong organizational, communication, and project management skills.
- Attention to detail with an ability to effectively manage multiple tasks and priorities.
- Proficiency in relationship building, particularly with industry professionals and vendors.
- Creativity and a passion for fostering original storytelling and community engagement.
- Comfortable with digital platforms (e.g., Discord, social media, content management systems).
- Familiarity with budgeting and financial tracking.
- Must be located in the greater Atlanta area and able to work in person.