

# Job Description

## Director, MPAC Hollywood Bureau

**Reports To:**

Senior Vice President, MPAC® Hollywood Bureau

**Position:**

Full Time

**Direct Reports:****Location:**

Los Angeles, CA

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### Position Overview

The Muslim Public Affairs Council (MPAC®) is seeking a Director for its Hollywood Bureau. This role serves as an operational lead, reporting to the Senior Vice President, and will be responsible for executing the annual operations plan, building key relationships within the industry, developing programs, and representing the Bureau in various public and private forums. This role supports the organization's efforts to foster authentic representation of Muslims in Hollywood, working closely with entertainment industry professionals, studios, networks, and content creators to influence positive portrayals of Muslim characters and stories in film and television. The Director will be responsible for helping to advance MPAC's priorities of cultivating partnerships and relationships between the American Entertainment Industry and the American Muslim community, promoting authenticity and inclusivity through media.

### Essential Job Functions

**Key responsibilities include but are not limited to:**

- Serving as a liaison between MPAC and Hollywood professionals, including writers, producers, directors, studios, and networks;
- Executing operational initiatives that advocate for accurate and nuanced portrayals of Muslims in entertainment;

- Organizing screenwriting labs (workshops), fellowships, panels, and training sessions for industry professionals to raise awareness about key issues that pertain to Muslim narratives at film/TV festivals and other venues;
- Organizing annual media awards gala, Ramadan Iftar, the annual Hollywood Bureau advisory committee dinner, and other events that pertain to the mission of the MPAC® Hollywood Bureau;
- Managing consultations on film, television, and digital media projects, providing expert advice to ensure fair and authentic depictions of Muslim characters and stories;
- Representing the MPAC® Hollywood Bureau at industry events, conferences, and media forums;
- Preparing reports on the Bureau's progress, impact, and future initiatives for the Senior Vice President and other MPAC leadership.

## Qualifications and Requirements:

- Bachelor's degree in Media, Communications, Film, or related field (Master's degree preferred);
- 5+ years of experience in the entertainment industry and nonprofit advocacy, with a focus on diversity and inclusion;
- Strong understanding of the entertainment landscape and the importance of authentic representation in media;
- Strong knowledge and appreciation of Islam;
- Strong understanding of the history of Islam and Muslims in Hollywood, including but not limited to how both have been used to portray Muslims in the United States and abroad. Excellent leadership, interpersonal, and communication skills;
- Ability to build and maintain relationships with high-level industry professionals and community leaders;
- Ability to travel to various parts of Southern California and out of state as required.
- Sincere and demonstrated commitment to increasing the public's understanding of Islam and improving policies that impact American Muslims;
- Ability to organize, prioritize and multitask effectively using strategic problem-solving skills;
- Excellent written, communication, analytical, and collaboration skills.

## Benefits:

- Health, Dental and Vision Insurance, 401K, Life Insurance, Long-Term Disability Insurance

**Compensation:** \$100,000 - \$110,000, commensurate with experience.

## How to apply

Please email your resume and cover letter to [hello@mpac.org](mailto:hello@mpac.org)

## About MPAC

Founded in 1988, the Muslim Public Affairs Council (MPAC) is a national public affairs nonprofit working to promote and strengthen American pluralism by increasing understanding and improving policies that impact American Muslims. Over the past 37 years, MPAC has built a reputation of being a dynamic and trusted American Muslim voice for policymakers, opinion shapers, and community organizers across the country.

### **Vision**

America is enriched by the vital contributions of American Muslims.

### **Mission**

MPAC improves public understanding and policies that impact American Muslims by engaging our government, media, and communities.

### **About the MPAC Hollywood Bureau**

The MPAC® Hollywood Bureau changes the narrative of Islam and Muslims in the entertainment industry so that audiences see Muslims as vital contributors to creating social and cultural change in America and around the world. We do this by engaging decision-makers and creatives to improve the quality of authentic, nuanced, and inclusive depictions of Islam and

Muslims. We also create opportunities for Muslim storytellers to tell their own stories.