

# FILM INDEPENDENT

## **Job Description**

### **International Film Mentoring Program Lab Coordinator**

Reports to: Director of Artist Development

Hire Term: March 1, 2016 – June 10, 2016 (3 months)

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Funded by the Office of Citizen Exchanges of the Bureau of Educational and Cultural Affairs of the State Department of the United States, this unique international pilot exchange program seeks to support socially focused content creators.

The Lab Coordinator will work closely with three key Film Independent staff members (Senior Director of Film Education, Artist Development Director, and Program Manager) to coordinate the selection process for participants as well as finalizing all details for the Creative Lab Sessions. Specific responsibilities include maintaining a database of nominees, providing application login information to nominees, fielding inquiries regarding the program and questions nominees may have about the application, securing and scheduling guest speakers and mentors, assembling and editing Lab materials (dossiers, handouts/worksheets, audio-visual clips), coordinating all aspects of the Lab productions including securing studio space and equipment, managing shooting schedule, and creating and managing a program calendar.

## **QUALIFICATIONS/REQUIREMENTS**

- Hard working team player with initiative, who can work with minimal supervision
- Strong organizational skills.
- Effective communication skills
- Experience with Microsoft Word and Excel required
- Sensitivity to diverse cultures and backgrounds
- Interest and knowledge of Middle East and Northern Africa cultures and countries desired
- Conversational command of Arabic language(s) and/or French a plus
- Experience in film production, development, film festivals, arts/media/education organizations a plus
- Experience working in international programs and/or government entities a plus

Please send cover letter, resume, salary history and requirements to [jobs@filmindpendent.org](mailto:jobs@filmindpendent.org).