

# **FILM** **INDEPENDENT**

**Global Media Makers Production Coordinator**  
**February through June 30, 2017**  
**Full-Time**

## **Job Description**

Will coordinate all operations of the Global Media Makers program for the LA Residency that takes place in May and June, including the coordination of the daily schedules for Fellow's sessions, lab productions and all transportation for the LA Residency. Will work with Program Manager to coordinate all special events, dinners, receptions and panels associated with the program. Will assist in processing and maintaining the cash flow of the LA Residency. Works with the Program Manager and Travel & Hospitality Coordinator to coordinate Cultural Engagement Activities for the Fellows. Global Media Makers is a partnership between Film Independent and the U.S. Department of State. It is an innovative mentoring initiative that will connect visual storytellers from around the world with leading U.S. entertainment professionals through specially tailored mentorships, workshops and master classes.

## **Responsibilities**

- Work closely with Program Manager, ensuring that all program operation needs are completed in a timely fashion
- Set up the production/program offices and secure equipment needed for program to run efficiently
- Preparing, scheduling and arrangement of the program operations with staff and vendors to ensure the smooth completion of the LA Residency Program
- Secure transportation company and drivers for program
- Coordinate transportation logistics for field trips and cultural engagement for lab fellows
- Communicate logistics and parking to staff
- Secure equipment and furniture for program
- Point of contact for all program schedule changes, consisting of the Fellows schedule, transportation, daily program sessions, field trips and Fellow's productions taking place during the program, similar to an "AD" in production
- Work with the production teams to create a daily event bible for all

- sessions, field trips and events
- Liaising with Lab Manager, Producers, Program Manager, Production Accountant, and Post Production Supervisor to assist in booking crew, equipment, locations, transportation, travel, etc. for Fellows Booking production office and post production suites
  - Organizing program paperwork such as legal releases, permissions, insurance permits, accounting, photo releases, etc.
  - Building wrap books and preparing program deliverables
  - Performing additional logistical tasks and coordination as needed
  - Assist Program Manager in coordinating large and small high profile cocktail receptions and dinners for fellows
  - Assist Program Manager in coordinating panel with fellows and entertainment industry guests during LAFF
  - Coordinate dinners and events with fellows and industry guests.
  - Provide support in whatever capacity is required

### **Basic Qualifications**

- A strong background as a production coordinator or assistant director
- At least 2 years experience and understanding of physical production methods
- Working knowledge of Adobe Pro, Excel, Google Drive and digital media formats
- Ability to communicate clearly and consistently, and be able to handle multiple tasks in a highly pressurized environment
- Detail oriented and highly organized
- Familiar with maintaining cost reports and budgets
- Willing to work long hours when needed
- Perform at a high level after a reasonable period of indoctrination
- Basic experience with video cameras, audio or other production equipment
- Collaborative; team oriented and is comfortable in a group atmosphere
- Interest and knowledge of the Middle East a plus
- Interest in the creative aspects of film/television

To apply, please send cover letter and resume to [jobs@filminddependent.org](mailto:jobs@filminddependent.org). No phone calls please.