

LA FILM FESTIVAL

Assistant to the Director, LA Film Festival

Reports to: Festival Director, LA Film Festival

Non-exempt

Job description as of March 2017

JOB DESCRIPTION:

- Administrative support to LA Film Festival Director: maintain calendar, schedule meetings, submit expense reports, coordinate travel, produce department staff meetings and agendas, return phone messages, answer phones, maintain files, record meeting minutes, use copier, fax, email, general office duties, and research projects
- Identify and research films
- Work with Director in communication with Festival staff and Film Independent
- Assist Festival Programming staff as assigned by Festival Director
- Coordinate department activities including preparing event wrap reports and annual reports
- Track independent film industry, and new projects for Festival
- Work with Film Independent staff to maintain up to date data in Raisers Edge for the following constituencies: LA Film Festival Alumni, industry contacts
- Work with LA Film Festival Director to create opportunities/events for Alumni (e.g., mixers, dinners, etc)
- Read and respond to general Festival email messages
- Assist Director in the preparation of quarterly Board reports
- Keep wall calendar and Festival time line updated
- Order office supplies
- Act as a key liaison with Festival VIP's and special guests
- Work with Festival Director during film slotting and events scheduling
- Work with Marketing department to post and edit content in print and online
- Recruit, interview, hire, and manage department interns
- Generate thank-you letters and wrap materials
- Be present at all Festival events, as well as the LA Film Festival
- Track progress on all activities related to each event and major meeting
- Participate in brainstorming sessions and meetings
- Book jurors and field their questions through the confirmation process
- Collect all materials from jurors: bios, headshots, etc.
- Submit creative briefs for invitations, lower 3rds, and other promotional material
- File and archive all materials related to each event
- Attend all staff and other required meetings
- Provide administrative assistance with new year-round programming initiatives
- Other duties, as assigned

REQUIREMENTS:

- Minimum two years proven administrative assistant experience, preferably in the entertainment field
- During impacted times, available to work long hours, evenings, and weekends
- Strong online and outreach research skills
- Hard working team player with initiative that can work with minimal supervision

- Experience with film festivals and/or other public events required
- Extensive knowledge of Microsoft Word, Excel and PowerPoint required
- Experience with FileMaker Pro or similar database strongly preferred
- Strong oral and written communication skills, interpersonal skills, and organizational skills

COMPETENCIES:

- Strong administrative skills
- Upbeat; highly organized and detail-oriented
- Punctual, reliable and dependable
- Expert multi-tasker
- Independent film lover
- Excellent written communication
- Ability to navigate websites and do research
- Ability to anticipate and meet deadlines
- Knowledge of independent film industry
- Ability to direct intern staff
- Ability to anticipate and meet deadlines
- Self-starter, highly motivated individual
- Ability to multitask and prioritize in a fast-paced environment

To apply, please send cover letter and resume to jobs@filmindependent.org. No calls please.