

# FILM INDEPENDENT

## **Director of Operations, LA Film Festival**

### **Director of Events, Film Independent**

Reports to: LA Film Festival Director and Managing Director, Film Independent

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#### **Director of Operations, LA Film Festival**

The Director of Operations of the LA Film Festival is charged with the production of the LA Film Festival, which includes all operations and logistics surrounding the Festival and overseeing seasonal staff. Reports to the Director of the LA Film Festival.

#### **Duties:**

- With Festival Director, evaluate and revise strategic plans on an annual basis and prioritize planned activities based on needs and resources
  - Oversee annual Festival production budget; approve all invoices
  - Develop efficient and sustainable workflows, staffing structures, and operational plans
  - With Festival Director, support and review contract negotiations and contract preparations with key partners, sponsors, venues and vendors
  - Hire and train effective staff. Provide direction, feedback, and support to ensure employees understand responsibilities and are effective in their roles.
  - Lead operational teams to set Festival deadlines, develop tracking systems and implement timelines, ensure policies and procedures are reviewed for accuracy and consistency to ensure goals are achieved in a timely and effective manner
  - With Festival Director, ensure that contracts with third parties are properly negotiated and signed in a timely manner
  - On a year-round basis, develop and maintain strong vendor relationships
  - Build consensus and a positive team dynamic among staff, ensuring strong communication and support among team members
  - Work cooperatively with Corporate Sponsorship and Institutional Giving to ensure that they are able to reach revenue goals and that sponsor requirements are met
  - Ensure best practices are being applied to Festival technical presentations
  - Troubleshoot and problem solve both major and minor Festival issues, while always keeping the best interests of the Festival in mind
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#### **Director of Events, Film Independent**

The Director of Events manages the Events Department and is responsible for overseeing the major events that make up Film Independent's year-round programming. The primary events under the purview of the Director of Events include the Film Independent at LACMA screening series, the Film Independent Forum and the Film Independent Directors Close-Up. Secondary events include Film Independent's Project Involve screenings, Dinner and a Movie events and the Spirit Awards After Party (if produced). Note: Events Department is not responsible for producing the Film Independent Spirit Awards, nor for producing smaller in-office events, unless agreed upon in advance. Reports to Managing Director, Film Independent.

#### **Duties:**

- With Managing Director, prepare and monitor budgets for key events
- Oversee departmental staff (Senior Event Producer and Event Producer)
- Hire and train employees as needed

- Ensure that contracts with third parties are properly negotiated and signed in a timely manner by appropriate event staff
- On a year-round basis, develop and maintain strong vendor relationships
- Serve as Manager on Duty for events, as needed
- Supervise training and management of volunteer staff and outside contractors
- Ensure that detailed show flows for all events are created by appropriate event staff
- Ensure that event staff communicate timeline and event needs to all venues and vendors in timely manner
- Communicate venue needs and regulations to staff involved at each event
- Ensure that event materials (handouts, handbills, programs, etc.) are created and distributed by appropriate event staff
- Supervise registration, attendance and VIP lists
- Work cooperatively with Corporate Sponsorship and Institutional Giving to ensure that they are able to attain their revenue goals and that sponsor requirements are met
- Ensure that attendance, ticket sale, and feedback information is collected by appropriate staff; manage and record post-event data
- Ensure that invoices are paid promptly and event budgets are reconciled and closed out prior to fiscal year close
- Attend Department head meetings and Board meetings. Write Board Reports for Events Department

**Requirements:**

- 5+ years of event experience, preferably in entertainment fields, with minimum 3 years of experience managing a team
- Experience working with clients, executives and high-profile talent
- Established track record of outstanding judgment in fast-paced, high profile environment, particularly in dealing with time sensitive and confidential matters
- Proven leader with solid senior-level management experience and a track record of building and motivating strong teams
- Strong drive and ability to represent the voice of the team across departments
- Excellent oral and written communication skills – ability to communicate with executives, internal employees, and external vendors
- Must be willing to work non-traditional office hours if necessary (may include some nights/overnight/weekends)
- Frequently stand/walk, sit, perform desk-based computer tasks, use a telephone
- Must be able to create and manage a detailed budget, and actively oversee financial reporting on a large scale
- Love of film!

**Competencies:**

- Organization/administrative skills
- Ability to direct both paid and unpaid staff
- Knowledge of independent film industry
- Ability to anticipate and meet deadlines
- Extreme attention to detail and deadlines; ability to prioritize and manage complex workflows
- Excellent communication, time management, and customer service skills.
- Diplomacy and tactfulness

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