

# FILM iNDEPENDENT

## FILM INDEPENDENT

Title: Facilities Coordinator

Reports to: Senior Director, Human Resources & Administration

---

### Job Description:

The Facilities Coordinator is responsible for maintaining general office condition and arranging necessary repairs, including office equipment (copiers, postage machine, phones, kitchen equipment, storage spaces, AV equipment, screening room equipment, etc.). Responsible for ensuring computer/printer equipment needs are met by our outside IT services provider. Responsible for office parking needs. The Facilities Coordinator is responsible for the overall functioning and maintenance of the public spaces in the Film Independent offices, and specifically responsible for non-staff usage of those facilities, including the screening room, casting rooms, production office and other event spaces. This position schedules usage of office facilities by outside parties, tracks usage and works to uphold a professional level of presentation in all facilities. This position provides courteous and efficient customer service to all guests, troubleshoots and corrects facilities-based concerns through technical savvy. The Facilities Coordinator also works to ensure that appropriate staff in each department are properly trained to use AV equipment and to make sure that any special meeting needs (staff, Board, nominating committees, etc.) are addressed. Note: This person is *not* responsible for setting or resetting furniture for internal meetings, nor for catering or cleanup after staff events. Those remain the responsibility of each department.

---

### Duties:

- Responsible for non-staff booking of the casting rooms, screening room and all other public facing Fi event spaces
- Manage all incoming requests for the usage of Fi public facilities
- Monitor room usage to uphold guest conduct policy
- Track all facilities revenues and provide detailed reporting on activity as needed (outlined by the Senior Director, Human Resources)
- Greet guests during check-in for facilities, take payment as needed and ensure that guests leave the facilities at the completion of reservations
- Troubleshoot any technical or functional issues in facilities as needed (with the exception of computers and printers)
- Act as on-site manager during after-hours facilities usage
- Responsible for set up and breakdown of all spaces rented out
- Work with all departments to achieve and maintain a smoothly-running office, and bring issues to the attention of Senior Director, Human Resources on an as-needed

basis

- Work with Film Independent staff to ensure that special needs for work meetings are addressed (e.g., assisting with set-up of AV, setting up rooms for board meetings, staff meetings, holiday events, etc.). Note: the Facilities Coordinator is not responsible for moving furniture for regular in-office meetings, nor catering, nor clean-up.
- Train appropriate staff on an as-needed basis on how to operate and troubleshoot AV equipment
- Oversee storage spaces, office purges
- Provide courteous customer service to all guests
- Other duties as assigned

---

Requirements:

- 2+ years experience with facilities management
- Working knowledge of digital projection systems
- Event production experience
- Proficient in Microsoft Word, Excel and Power Point
- Proficient in Outlook
- Experience with Raiser's Edge or other constituent management database a plus
- Customer service experience
- Able to manage and prioritize multiple tasks and projects
- Interest in non-profit arts, preferably independent film

---

Competencies:

- Strong communication skills
- Highly organized
- Tech savvy
- Good customer relations, upbeat, personable
- Detail-oriented
- Reliable and dependable
- Punctual
- Expert multi-tasker
- Reliable transportation
- Flexible schedule, willing to work weekends and evenings as needed

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