

GLOBAL MEDIa MAKERS

**Program Coordinator, Global Media Makers
Full Time (Temporary), Start February 2018 – December 2018**

Job Description

Film Independent is currently hiring a Program Coordinator for **Global Media Makers**, an innovative mentoring initiative that connects visual storytellers around the world with U.S. entertainment professionals through specially tailored mentorships, workshops and master classes. The program is a partnership between Film Independent and the U.S Department of State. The Program Coordinator will report to the Senior Manager and additionally to the Programming Manager for curriculum, programming and the Fellow's nomination process.

Nomination and Selection Process

- Support Programming Manager in all aspects of the nominations and selection process of program Fellows
- Assist in writing copy and assembling Fellows and program dossiers and project loglines
- Participate in the selection process and write detailed evaluations for applications, scripts and previous work.
- Assist in trouble shooting tech issues with application and review database

Scheduling and Calendars

- Coordinate all program calendars and schedules with Senior Manager and across all departments
- Schedule all program meetings as directed
- Coordinate program schedules for program directors
- Coordinate timeline of deliverables with Senior Manager
- Create and coordinate the internal LA Residency program schedule and calendar
- Coordinate, format and distribute LA Residency daily program syllabus/curriculum

Coordinate International Workshops and the LA Residency's Programming

- Work with programming team to program curriculum for the LA Residency
- Coordinate master list of mentors and guest speakers
- Outreach and liaise with program mentors and guest speakers to schedule sessions and coordinate session/workshop needs
- Attend LA Residency sessions as needed, supporting mentors and take notes and group photos
- Conduct heavy research reports that contain links and bios to share with the team on film, television and digital content creators that would be ideal Mentors for the program.
- Maintain current list of film, television and digital content creators and executives that would be a good fit as Mentors for the program
- Coordinate industry field trips
- Coordinate the curriculum for workshops that take place in the Middle East
- Create and manage resources/handouts section of virtual hub for Fellows
- Compile recommended viewing list for Fellows
- Collect bios and photos of mentors
- Communicate tech, conference room, transport, furniture and other requirements for each session to operations
- Be responsible for data tracking of all program Mentors, entering their information into Film Independent database
- Draft confirmation emails for mentors
- Submit invoices and W9s from mentors for honorarium payment

Program Mentorship

- Coordinate and schedule individual meetings for Fellows with mentors through as directed by program directors and managers
- Participate in programming meetings to determine pairings for fellows and mentors based on programming survey responses
- Create and track lists and meetings for each Fellow
- Schedule Fellows exit interviews with program staff
- Assist in administering weekly evaluation surveys for Fellows
- Assist in capturing program highlights and success stories
- Assist in compiling Fellow updates and research on project status
- Coordinate follow up calls with Fellows post program

Program Booklet

- Coordinate content, write copy and select photos for a program book that is created once a year post-LA Residency.
- liaise with Senior Manager and marketing department to determine overall design strategy and content

Candidate is required to have the following qualifications:

- 3-5 years working in the entertainment industry in film, production, television or an agency
- Extensive knowledge of film industry trends and key players
- Excellent problem solving skills
- Enjoys collaborating and working in a team setting
- Strong communication skills within a team and to industry executives
- Strong writing skills
- Heavy scheduling and calendaring experience on a busy desk, Outlook and Google Calendar
- Organized and detail oriented, thrives on meeting deadlines
- Flexible with schedule and timeline changes, able to pivot and make adjustments as needed
- Writing coverage or film festival copy
- Tech savvy with multiple online platforms and general A/V set up (Google Drive, Excel, Word, PowerPoint, Calendar, Outlook, DropBox, Skype, Zoom, Basecamp, QuickTime files)
- Able to provide samples of written coverage on scripts or project proposals
- Able to write a sample guest speaking request and thank you email to a high-level entertainment executive
- Willing to work long hours and some weekends when needed during busy times
- Interest and knowledge of the Middle East
- Interest and knowledge in media content from the Middle East a plus
- Can speak Arabic, Turkish or French is a plus
- Able to take on all other duties as assigned

Applicants should send a resume and cover letter to jobs@filmindependent.org.