

FILM iNDEPENDENT

LA FILM FESTIVAL

Senior Production Manager

Reports to: Festival Operations Director

Seasonal Position

June 25, 2018 – October 26, 2018 (18 weeks)

The Senior Production Manager will work closely with the Festival's Director of Operations in creating and managing key aspects of the production and operation of the 2018 LA Film Festival. The primary function of the Senior Production Manager is to create a safe, efficient and enjoyable working environment for the Festival staff and supervise on all things related to production and operations.

DUTIES

- Oversee procurement of production equipment and supplies, including those provided by sponsors: production vehicles, two-way radios and recycling/waste management, ticketing trailers, office furniture, office equipment and supplies, restrooms, expendables, publications, etc.
- Assist with creation of Festival venues/offices that may include: Theaters, Filmmaker Lounge, in-house and offsite Ticketing Center, Press Center, Production trailers, Host Hotel, and all official Festival locations.
- Create division of labor spreadsheet for production staff.
- Manage Festival credit card. All expenses to be approved by Festival Operations Director prior to purchase.
- Manage all Festival storage facilities.
- Work closely with Sponsorship team to ensure onsite fulfillment is met.
- Coordinate and supervise all Festival deliveries on-site.
- Process start paperwork for contract and seasonal staff.
- Acquire all production insurance.
- Oversee management of staff/interns meal vouchers.

- Oversee management of permitting, parking elements including staffing and all Festival attendees.
- Oversee coordination of all aspects of Production internships.
- Work alongside the Director of Operations on Volunteer Orientations and Festival Staff Orientations.
- Supervise staff computer allocation.
- Assist at Festival events, as needed.
- Manage the organization of the Festival 2018 server folder, including contact sheets, timeline, inventory sheets/procedures and select spreadsheets.
- Assist in the recruitment, interviewing and hiring of key production positions, including but not limited to: Production Coordinators, Production Assistants, Theater Management, Ticketing Agents.
- Work closely with Festival staff and screening venue staff.
- Manage production petty cash.
- Resolve/mediate personality conflicts among crew (as needed.)
- Provide the appropriate support (staffing, set-up, tear-down, etc.) for Festival venues and events.
- Oversee and delegate management of all supplies, signs, equipment, vehicles, parking cards, etc.
- Work schedule is generally 10am – 6pm, Monday through Friday. Some night/evening duties on Volunteer Recruitment nights and long hours, including weekends during weeks leading up to, including and after the Festival.
- Assist in the creation of Festival Bible
- Submit detailed wrap and final reports prior to last day of service.
- Assist the Director of Operations with collection of staff wrap reports.
- Attend weekly Festival staff meetings
- Other duties, as assigned.

QUALIFICATIONS/REQUIREMENTS

- Minimum 8 years of Festival, Event or Film Production experience
- Hard working team player with initiative who can work with minimal supervision
- Strong organizational skills
- Effective communication skills
- Ability to work well with other team members, all personalities at various levels
- Experience with film festivals and/or other public events preferred
- Experience with FileMaker Pro and Excel required

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