



Global Media Makers Production Coordinator
June through November 2018
Temporary, Full-Time

Will coordinate all operations of the Global Media Makers program for the LA Residency that takes place Sept 20-Nov 1, including the coordination of the daily schedules (working with Program Coordinator), productions, accounting and all transportation for the LA Residency. Will work with Senior Manager to coordinate all operations including special events, dinners, receptions, logistics of Fellows sessions and panels associated with the program.

Global Media Makers is a partnership between Film Independent and the U.S. Department of State. It is an innovative mentoring initiative that will connect visual storytellers from around the world with leading U.S. entertainment professionals through specially tailored mentorships, workshops and master classes.

- Work closely with Senior Manager, ensuring that all program operation needs are completed in a timely fashion
- Set up the production/program offices and secure equipment needed for program to run efficiently
- Preparing, scheduling and arrangement of the program operations with staff and vendors to ensure the smooth completion of the LA Residency Program
- Will assist Senior Manager in processing and maintaining the cash flow of the LA Residency
- Secure transportation company and drivers for program
- Coordinate transportation logistics for field trips and cultural engagement for lab fellows
- Communicate logistics and parking to staff
- Secure equipment and furniture for program
- Point of contact internally through all departments, working in tandem with Program Coordinator, for all program calendar and schedule changes, consisting of the Fellows schedule, transportation, daily program sessions, field trips and Fellow's productions taking place during the program, similar to an "AD" in production

- Work with the production teams to create a daily event bible for all sessions, field trips and events
- Liaising with Programming Team, Producers, Senior Manager, Production Accountant, and Post Production Supervisor to assist in booking crew, equipment, locations, transportation, travel, etc. for Fellows
- Coordinate the booking of the production office and post production suites
- Organizing program paperwork such as legal releases, permissions, insurance permits, accounting, photo releases, etc.
- Building wrap books and preparing program deliverables
- Performing additional logistical tasks and coordination as needed
- Assist Senior Manager in coordinating large and small high profile cocktail receptions and dinners for fellows
- Assist Senior Manager in coordinating panel with fellows and entertainment industry guests during LAFF to be program with Program Director and Director of Artist Development
- Coordinate dinners and events with fellows and industry guests
- Provide support in whatever capacity is required
- All other duties as assigned

Basic Qualifications

- A strong background as a production coordinator or assistant director
- At least 2 years experience and understanding of physical production methods
- Working knowledge of Adobe Pro, Excel, Google Drive and digital media formats
- Ability to communicate clearly and consistently, and be able to handle multiple tasks in a highly pressurized environment
- Detail oriented and highly organized
- Familiar with maintaining cost reports and budgets
- Willing to work long hours when needed
- Perform at a high level after a reasonable period of indoctrination
- Basic experience with video cameras, audio or other production equipment
- Collaborative; team oriented and is comfortable in a group atmosphere
- Interest in and knowledge of the Middle East a plus
- Interest in the creative aspects of film/television

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