



## **Global Media Makers Travel and Hospitality Coordinator**

Full Time (Temporary) from June 2018 – November 30, 2018

### **Job Description**

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Launched in 2016, Global Media Makers is an innovative mentoring initiative and cultural exchange program that connects international filmmakers with leading U.S. entertainment professionals. Global Media Makers is supported through a partnership between Film Independent and The Bureau of Educational and Cultural Affairs of the U.S. Department of State.

The Travel and Hospitality Coordinator will work closely with the Senior Program Manager to coordinate all program travel for Fellows, staff and Mentors. They will demonstrate excellent communication and an atmosphere of hospitality for all travelers that includes booking air travel, lodging, ground transportation and dispersing per diem. Additionally, the Travel and Hospitality Coordinator will assist in hosting and coordinating program events with the operations team.

Job duties include:

- Will coordinate and book travel for both outbound and inbound trips relating to the program for staff, Mentors and Fellows following Fly America guidelines.
- Will process all travel documents including visas, airline flights, ground transportation, accommodations, per-diems, and meals when appropriate.
- Will create itineraries and travel packets for all travelers with documents including all information needed for their trip.
- Will work closely with Embassies in each of the countries to draft itineraries and secure all logistic needs and information for staff and Mentors visiting program countries.
- Will work closely with the Senior Manager and State Department to coordinate the J1 process and approval for Fellows.
- Will communicate and coordinate with Fellows their travel itinerary, dates and lodging preferences in Los Angeles.
- Will check Fellows into their lodging and tend to all Fellows' living needs during their LA residency.
- Will work with the Production Coordinator to communicate and coordinate Fellows transportation in Los Angeles to and from the airport, labs and sessions and to individual Mentor meetings by ordering Uber/Lyft services for Fellows.
- Will work closely with the Senior Manager and Programming Team to create an orientation webinar for the Fellows.
- Will coordinate cultural engagement activities and events for Fellows as programmed by GMM senior staff, reaching out to organizations to secure tickets and reservations for outings that Fellows take to museums, stadiums,

- screenings, dinners and other activities.
- Will curate and create an LA Culture dossier for the Fellows to reference during their LA Residency with maps, neighborhood descriptions, staff recommendations for activities and places to eat in Los Angeles.
  - Will work closely with the operations team to coordinate program events and dinners, including capturing RSVPs, ordering food and catering, set up and arranging all hospitality.
  - Will communicate regularly via email and in person to the Senior Manager all updates on the status of travel.
  - Will provide the Senior Manager with a weekly report on travel expenses.
  - Willing to work some evenings and weekends as needed, and be available and responsive via email during busy times.
  - Other duties as assigned.

## **QUALIFICATIONS/REQUIREMENTS**

- Hard working team player with initiative, who can work with minimal supervision
- Experience booking international travel
- Strong organizational skills
- Effective daily communication skills
- Experience with accounting and creating a cost report
- Experience hosting large events and dinners
- A personality that thrives on good customer service and taking care of people, making them feel welcome
- Ability to work well with other team members, all personalities at various levels
- Experience with Outlook, Microsoft Word, Excel, PowerPoint and Adobe Pro required
- Able to create a PowerPoint and host a webinar
- Familiar with Los Angeles, how to navigate transportation and make recommendations on cultural activities and restaurants
- Sensitivity to diverse cultures and backgrounds
- Interest and knowledge of Middle East, Northern Africa and Turkish cultures and countries desired
- Conversational command of Arabic language(s) and/or French a plus
- Experience travelling to international countries a plus
- Experience in film production, development, film festivals, arts/media/education organizations a plus
- Experience working in international programs and/or government entities a plus

Applicants should send a resume and cover letter to [jobs@filmindependent.org](mailto:jobs@filmindependent.org).