



Industry Relations & Events Manager

Reports to: LA Film Festival Director of Operations and Senior Manager, Inclusion and Discourse

August 13, 2018 – October 5, 2018 (8 weeks)

The **Industry Relations & Events Manager** is responsible for all duties related to the LA Film Festival Industry Relations Office. The Manager will also coordinate and manage the competition juries and act as their Festival liaison before and during the Festival. Additionally, the Manager is responsible for assisting the Senior Manager of Inclusion and Discourse with the programming and producing the We the People forum and additional panels and conversations happening at the Festival.

The **Industry Relations & Events Manager** will also be expected to fill an industry researching role and will work with Film Independent staff to maintain all constituent tracking within the Film Independent database (Raiser's Edge).

INDUSTRY OFFICE/JURORS

- Manage Industry registration outreach program; identify and attract new industry professionals for Festival participation
- Oversee all aspects of registration for all attending industry professionals
- Create and manage Rights List contact sheet on Festival web site
- Produce Industry Office's "Participating Industry" guide for post-Festival internal use
- If applicable, create specific opportunities to engage industry with diverse filmmakers and their projects
- Collaborate with Publicity team to schedule and execute P&I screenings
- Oversee on-site pass and ticket pick up desk for Industry office
- Collect data and report on Industry attendance and engagement
- Compose documents, gather and organize materials for Jury Information Packet
- Prepare Jury Members with necessary information regarding scheduling and logistics before the Festival; coordinate the delivery of the Jury Information Packet before the start of the Festival
- Provide Jury assistance with events on the Jury schedule
- With Community Liaison, secure arrangements with local restaurants for Jury Deliberation dinners
- Coordinate with Festival Director and Publicity team to generate Press Release associated with the Festival's Film Competition winners
- Liaise with Festival photography team to capture Jury photos at screenings and events
- Post-Festival, set up Film Independent to continue Industry relationships on an ongoing basis
- Other duties, as assigned

WE THE PEOPLE/PANELS AND CONVERSATIONS

- Working with Senior Manager of Inclusion and Discourse, assist in programming and producing the We the People forum addressing inclusion in the film, TV or internet space
 - Working with Festival Events department, assist the Senior Manager of Inclusion and Discourse in producing additional panels at the Festival spanning over the eight-day timeline. This is to include: catering; invitations; venue coordination; talent arrivals and talent pass/ticket allocations; program copy for online film guide as well as pocket guide; reporting statistics; creating surveys; coordinating A/V needs with venue; coordinating production elements with Festival Production team; submitting Creative Briefs to Festival Marketing team for all graphical elements on invitations and signage; requesting and managing intern, volunteer and ticketing staff; working with vendors to procure event equipment.
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Qualifications/Requirements:

- Personal laptop (Mac preferable)
- Knowledge of Microsoft Office Suite
- Knowledge of film festivals and independent film
- Ability to work closely with others towards common goals
- Ability to anticipate and meet deadlines
- Experience working with databases required, including FileMaker Pro, Starbase and Raiser's Edge
- Strong organizational, oral and written communication skills.
- Strong and personable conversation skills and online research experience required
- Familiarity with the independent film industry required.
- Hard working team player with initiative that can work with minimal supervision
- Previous festival or film exhibition experience desirable
- Expert multi-taker
- Ability to work well with other team members, all personalities at various levels

To apply, send your cover letter and resume to jobs@filmindependent.org with "Industry Manager" in the subject. No phone calls or direct emails please.