

FILM INDEPENDENT

Job Description as of Date: October 18, 2018

Title: Artist Development Coordinator

Reports to: Director of Artist Development

The **Artist Development Coordinator** is responsible for coordinating the submission and selection process for all Artist Development programs and grants, scheduling of mentors, advisors and guests for all the Labs, producing the annual talent guide, online and in print, conducting outreach and promotion of our programs, conducting ongoing engagement and communication with our Fellows, and supporting the Artist Development team with all of our year-round programs and events. The Coordinator is responsible for tracking supported projects including production status updates, festivals, awards and distribution, diversity statistics, and will be responsible for delivering relevant information for the Film Independent annual report, board reports, and reporting for grants and funders of Artist Development. The Coordinator will participate in the selection process for the Artist Development programs, reading and evaluating applications. The AD Coordinator will provide day-to-day maintenance support to the Manager of Fiscal Sponsorship. The Coordinator is responsible for the Artist Development submissions system and database, as well as maintaining proper records for all Fellows and Industry participants in the Film Independent database, Raisers Edge.

REQUIREMENTS

Candidates must possess exceptional written and communication skills, an ability to juggle multiple projects while being able to meet deadlines, be extremely detailed oriented and organized, a proactive self-starter and a team player. The AD Coordinator should be at ease with online information management software, Word and Excel, as well as project management tools (Google Docs, Basecamp, and Microsoft 365). Must have experience with script analysis and coverage. Knowledge of HTML and photo editing a plus. A strong work ethic with a can-do attitude and an enthusiasm for independent film and original storytelling are a must!

Candidates must have a Bachelor's degree and a minimum of 3 years of relevant industry or nonprofit artist support experience.

Job Responsibilities:

Coordinate the Alfred P. Sloan Foundation Grants Program

- Responsible for conducting outreach to solicit Sloan eligible projects
- Vet Sloan projects for the Labs
- Hire appropriate science advisors
- Maintain close relationships with the filmmakers and supporting project development of Sloan supported films year-round

- Track all Sloan supported projects nationwide

Coordinate the administration and award process for all Film Independent Artist Development Grants, Fellowships and Awards, Sloan Grants, In-Kind Production Grants etc.

- Invoices and check requests, W9s, accounting forms
- Award letters to recipients
- Follow up and thank you process for funders
- Blog announcements
- Website updates with deadlines and award announcements
- Sponsor logo placement and recognition

Coordinate the marketing, outreach, submissions and selection process for each Artist Development program

- Coordinate with Marketing department on promotion plan, schedule and budget for Artist Development program marketing including advertising and digital content
- Hire and oversee a pool of freelance readers
- Assign applications and scripts to readers
- Coordinate the selection process and timeline for the department: schedule meetings, assign scripts and applications internally
- Oversee the submissions database and serve as point of contact for database developers
- Oversee the application process including creating each application, overseeing the application site and serve as point of contact for applicants

Participate in the selection process and administration of the Labs and programs

- Read scripts and applications
- Write coverage as needed
- Work with publicity to facilitate press releases for Labs and Programs
- Create Syllabus and Dossier for each lab or program
- Support scheduling of sessions and facilitate one-on-one meetings

Facilitate Lab sessions and attend Artist Development related events

- Coordinate logistical details for lab sessions including confirmation details to guest speakers and advisors, liaise with the building for after-hours necessities and manage AV when necessary for lab sessions
- Attend lab sessions as needed
- Support the production of Artist Development events, including screenings, industry connect events and receptions.

Fiscal Sponsorship Support

The AD Coordinator will provide day-to-day maintenance support to the Manager of Fiscal Sponsorship, mostly around the initial onboarding process for new projects. Tasks include sending out acceptance emails, using online signing software to send out and manage contract agreements and periodically creating Letters of Support and issuing non-cash donation receipts.

Oversee the Artist Development Intern Program

- Hire Interns through University Partners
- Train and serve and day to day contact for Artist Development Interns

Track Film Independent Fellows and their career and/or supported project successes through surveys and research

- Create reports to be used for festival programming as well as for annual strategic goals, fundraising and grant reporting.

Produce the annual Talent Guide, online and in print

Track all statistics for Artist Development, including diversity statistics, supported projects, # of Events and Industry Partners, etc.

Serve as point of contact for Fellows during major events, including the LA Film Festival and Film Independent Forum, Directors Close Up

Liaise between the departments within the organization and serve as the Artist Development representative, as needed

Draft Artist Development Board Reports and provide input on grant proposals and grant reporting, as necessary

Support the Director of Artist Development and Artist Development Team in the curation and administration of all Artist Development programs

Other duties assigned by the Director of Artist Development as needed

To Apply: Please send cover letter and resume to jobs@filmindependent.org