

# GLOBAL MEDIA MAKERS

## **Program Coordinator, Global Media Makers with Film Independent Full Time (Temporary), Start January 2019 – December 2019 Job Description**

We are currently hiring a Program Coordinator for **Global Media Makers**, an innovative mentoring initiative that connects visual storytellers around the world with U.S. entertainment professionals through specially tailored mentorships, workshops and master classes. The program is a partnership between Film Independent and the U.S Department of State.

The Global Media Makers Program coordinator will coordinate all aspects of the program including international workshops, Media Landscape Trips, Industry Sessions for the LA Residency, Fellows individual mentorships and the Fellow's nomination and selections process.

### **Nomination and Selections Process**

- Create timeline for the GMM LA Residency Selection Process and provide updates on progress on a regular basis.
- Coordinate all aspects of the nominations and selection process of Fellows
- Participate in the selection process and write detailed evaluations for applications, scripts and previous work.
- Coordinate and schedule zoom interviews for shortlisted candidates
- Trouble shoot tech issues with application and review database

### **Media Landscape Trips and International Workshops**

- Coordinate international workshops and media landscape trips to different countries.
- Coordinate the curriculum for international workshops in SCA
- Support in logistics and itinerary for all trips
- Communicate logistics with staff and mentors as needed on all trips

### **LA Residency Industry Programming**

- Participate in hiring and managing duties of the programming assistant
- Work with programming team to coordinate industry curriculum for the LA Residency which includes:
  - Masterclasses

- Industry and Education Sessions
- Case Studies
- Field Trips
- Coordinate logistics of industry field trips
- Coordinate master list of mentors and guest speakers
- Outreach and liaise with program mentors and guest speakers to schedule sessions and coordinate session/workshop needs
- Attend LA Residency Industry sessions, supporting mentors and take notes and group photos
- Maintain current list of film, television and digital content creators and executives that would be a good fit as Mentors for the program
- Create and manage resources/handouts section of virtual hub for Fellows
- Collect bios and photos of mentors
- Communicate tech, conference room, transport, furniture and other requirements for each session to operations
- Be responsible for data tracking of all program Mentors

### **Program Mentorship**

- Coordinate and schedule individual Mentor meetings
- Create and track lists and meetings for each Fellow
- Schedule Fellows exit interviews with program staff
- Participate in capturing program highlights and success stories
- Compiling Fellow updates and research on project status for Fellows
- Coordinate follow up calls with Fellows post program

### **Candidate is required to have the following qualifications:**

- 3-5 years working in the entertainment industry in film, production, television or an agency
- Bachelors Degree
- MFA a plus
- Extensive knowledge of film industry trends and key players
- Excellent problem solving skills
- Enjoys collaborating and working in a team setting
- Ability to work well with other team members and all personalities at various levels
- Strong communication skills within a team and to industry executives
- Strong writing skills
- Heavy scheduling and calendaring experience on a busy desk, Outlook and Google Calendar
- Highly organized and detail oriented, thrives on meeting deadlines
- Flexible with schedule and timeline changes, able to pivot and make adjustments as needed

- Tech savvy with multiple online platforms and general A/V set up (Google Drive, Excel, Word, PowerPoint, Calendar, Outlook, DropBox, Skype, Zoom, Basecamp, QuickTime files)
- Able to provide samples of written coverage on scripts or project proposals
- Able to write a sample guest speaking request and thank you email to a high-level entertainment executive
- Flexible schedule, willing to work weekends and evenings as needed during busy times
- Able to take on all other duties as assigned

**Please send cover letter, resume and writing sample to:**  
[jobs@filmindependent.org](mailto:jobs@filmindependent.org). No calls, please.