

GLOBAL MEDIA MAKERS

Global Media Makers LA Residency Lab Coordinator **Full Time (Temporary), Start March 4, 2019 – December 6, 2019** **Job Description**

We are currently hiring an LA Residency Lab Coordinator for **Global Media Makers** (GMM), 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 LA Residency Lab Coordinator will work with the Global Media Makers staff to conduct program research and participant outreach, review applications and projects for the LA Residency selection process, work closely with GMM Director and Creative Advisors to program all Lab Tracks in the LA Residency, write and prepare dossiers on each Fellow, recruit Mentors, coordinate curriculum and track Fellows objectives. In addition, they will work with the GMM Program Coordinator and Programming Assistant to program curriculum and schedule of LA Residency.

Research

- Conduct research on program countries in the South Asia region and edit notes from different sources to create and write a media landscape assessment dossier for each program country in South Asia
- Research current trends in film, television, digital content and new media and tracking key players, talent and filmmakers that match program needs
- Coordinating screenings of Fellow's work, public and private, and when possible screening films from South Asia for Film Independent and GMM staff to become familiar with independent films from South Asia

Review Applications and Projects for LA Residency

- Read and review applications
- Participate in selection process
- Participate in interviews with shortlisted candidates and take notes
- Work closely with Programming team and Creative Advisors to place Fellows in appropriate Lab Track

LA Residency Labs

- Assist in the recruitment of mentors for each Lab (Creative Producing, Screenwriting, Directing, Documentary & others TBD) and work closely with GMM Director and Creative Advisors to program all Labs

- Coordinate, schedule and staff all Labs session providing all relevant materials, moderating sessions as necessary and coordinating curriculum, programming survey and objectives for all Lab sessions with guidance from GMM Director.
- Create all materials for Fellows and Mentors for each session
- Asses Fellows Individual mentoring needs and schedule all additional lab meetings between Fellows and Mentors in conjunction with GMM Director and Creative Advisors
- Track Mentors honorarium and submit invoices and W9s for all Lab Mentors with the assistance of Program Assistant
- At the end of the LA Residency participate in Fellows exit interviews and work with Programming Team to create a follow on plan for each Fellow that will be distributed to the US Dept of State

Assist GMM Team in any additional duties as needed

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, all personalities at various levels
- Strong communication skills within a team and with 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 correspondence to 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.
No calls please.**