



Global Media Makers Programming Assistant

Job Description

To begin on June 3rd 2019

Full Time, Temporary Position through November 2019

The Global Media Makers (GMM) Programming Assistant provides administrative support for the GMM Programming Team in creating the six-week LA Residency for up to 19 filmmakers from GMM program countries.

Global Media Makers is an innovative mentoring initiative that connects visual storytellers from 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.

Reporting to Global Media Makers Senior Manager, the GMM Programming Assistant supports all administrative and programming aspects for the GMM six-week LA Residency that begins at the end of September 2019.

GMM PROGRAMMING ASSISTANT:

- Assists and supports Programming Staff on all aspects of selections process, LA Residency programming and Fellows schedule.

SELECTIONS PROCESS:

- Participate and assist with application reviews and/or interviews along with the rest of the GMM staff
- Scheduling internal review meetings.
- Assist with scheduling zoom interviews for shortlisted candidates
- Assist in drafting various project dossiers

LA RESIDENCY PROGRAMMING

- Assist Programming Team with all aspects of preparations for LA Residency programming
- Participate in Systems Meetings and suggest new ways to organize information
- Attend all weekly staff meetings and take notes for programming team

- Work closely with International Program Coordinator to schedule internal programming calendar and external Fellows calendars
- Work with LA Residency Lab Track Coordinator to organizing information for media landscape assessment documents and notes. Create media landscape information documents for Mentors.
- Work closely with International Program Coordinator to ensure the outward facing calendar and course descriptions for the Fellows are always current and accurate
- Communicate with all Fellows in a timely manner regarding their schedule and schedule changes or updates
- Assist in creating and updating weekly syllabus and curriculum
- Assist with setting up Fellows' sessions during LA Residency, including logistics for various on-site and off-site sessions
- Assist in scheduling Fellows' individual meetings with Mentors
- Assist with preparation of class handouts for Fellows
- Attend assigned sessions and take notes and pictures
- Assist with preparation and coordination of various field trips, including screenings
- Assist with preparation and collection of bios, demographics survey and signed release forms from all Mentors
- Maintain and update the Master Mentors lists, grids, bios and information
- Assist with wrap operations including mentor invoices, thank you emails/notes and mentor gifts
- Assist Programming team with events
- Leading up to and during the LA Residency (Sept 20 – Nov 1) the hours may shift and be longer, this position will need to work some evenings and weekends as needed.
- In addition, due to the program's global nature this position interfaces with people who are in different countries, part of normal work flow may be figuring out linguistic or cultural barriers for effective communication.
- Assist GMM Team in any additional duties as needed

PROGRAM DOCUMENTATION

- Work with the International Programs Coordinator to organize program photos and video, select photos for a program book that is created once a year post-LA Residency.



Candidate is required to have the following qualifications:

- 1-2 years of experience working in the entertainment industry in film, production, television or an agency
- Heavy scheduling and calendaring experience on a busy desk, Outlook and Google Calendar

- Bachelor's Degree
- Knowledge of film industry 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
- Highly organized and detail oriented, thrives on meeting deadlines
- A self-starter
- 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, Adobe Acrobat, DropBox, Skype, Zoom, Acuity Scheduling, Basecamp, QuickTime files)

Send cover letter and resume to: jobs@filminddependent.org.

No calls, please.