

GLOBAL MEDI MAKERS

GMM Office Coordinator

Reporting to the Senior Director, the GMM Office Coordinator works with the Senior Manager to coordinate and support operations and the facilitation of the daily schedule for Fellows' sessions, as well as assisting with the planning of international workshops and other programmatic events, such panels, screenings and receptions. This position assists in processing and maintaining cash flow during the LA Residency as well as supporting the Travel & Events Producer in coordinating logistics during the Residency and for follow-up Workshops. This position also supports all program documentation, photos, video and marketing, and assists with the Senior Director's schedule and activities pertaining to GMM.

Candidate is required to have the following qualifications:

- 1-2 years of experience as an assistant in a high-volume role, preferably in the entertainment industry
- Undergraduate degree or higher
- Excellent problem solving skills
- Excellent verbal communication skills
- Excellent accounting skills
- Highly organized and detail oriented, thrives on meeting deadlines
- Ability to work well with team members
- Flexible with schedule and timeline changes, able to pivot and adjust 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)
- Flexibility when hours shift during busy times, as there will be some work during evenings and on the weekend

Interested parties may contact jobs@filmindependent.org. No phone calls, please.