

# FILM INDEPENDENT

Job Description as of January 2022

Title: Events Coordinator

(Non-exempt, full-time + benefits)

Reports to: Director of Events, Fi Presents

The **Events Coordinator** is responsible for supporting Film Independent's year-round programming of events both in-person and virtually. This includes working with the Director of Events on Fi Presents Screenings, Live Reads, An Evening with..., and more. The producer will also support other Film Independent departments on year-round tentpole events.

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#### **Events Associate** department duties:

- Work closely with the director of events to manage all aspects of events and screenings, including budget, creating and maintaining event run-of-show, security, rentals, booking of screening venue/red carpet, selecting vendors, production deliveries, etc.
- Work closely with the Director of Events and Industry Relations in coordinating screenings with studios, talent representation, and publicists
- Communicate event information to essential departments in timely manner
- Manage guest lists, seating charts, invites and RSVPs for events, screenings, and parties, working in tandem with the various Film Independent departments
- Assist in producing events and screenings both in-person and virtually. Ensure all events are up to a brand standard with detail to patron experience and high-quality presentation
- Offer support with talent management including photo calls, green room setup, transportation, etc.
- Assist onsite with theater operations and box office duties, manage attendance, ticket sales, and feedback information
- Work with various Film Independent departments on event needs
- Contribute new and innovative event ideas
- Calendar department-wide meetings, agenda preparation and note-taking
- Manage data entry for the programming department including upcoming release dates, contacts, as well as tracking current programming lineup
- Procure and manage the event production equipment
- Other duties, as assigned

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#### **Qualifications/Requirements:**

- Minimum 4 years of events experience
- Strong verbal communication and excellent interpersonal skills are required
- Able to work well under pressure and with various personalities tactfully

- Proficiency in Microsoft Office (Outlook, Word, Excel and PowerPoint)
- Highly organized, self-motivated, and extremely detail-oriented able to manage multiple projects at the same time
- Must be able to maintain confidentiality and interact professionally with senior executives, talent and vendors
- Able to work weekend and evening events
- Reliable transportation

**Send cover letter and resume to: [jobs@filminddependent.org](mailto:jobs@filminddependent.org)**