

GLOBAL MEDI MAKERS

Global Media Makers, LA Residency Operations Production Assistant
February 21, 2022 – April 29, 2022
Full Time, Temporary Position

Summary

Global Media Makers (GMM) is an innovative mentoring initiative and cultural exchange program designed to build a bridge and foster relationships between American filmmakers and industry professionals with international filmmakers from diverse regions of the world. Launched in 2016, GMM is supported through a partnership between Film Independent and the U.S. Department of State's Bureau of Educational and Cultural Affairs.

Each year, mid-career, international filmmakers are selected for a year-long GMM Fellowship, beginning with our signature LA Residencies that provide project development, master classes, industry sessions, field trips, cultural engagement activities and exposure to the latest immersive technology. Fellows are placed in tracks that focus on screenwriting, directing, creative producing and documentary filmmaking where they develop their current project with a team of U.S. Mentors through tailored mentorship, which continues virtually when Fellows return to their home countries.

The Global Media Makers (GMM) LA Residency Operations Production Assistant provides administrative, operational, and production support for the GMM Operations Team in producing the five-week LA Residency. The GMM LA Residency Operations PA will work alongside the Operations Coordinator and report to the Senior Manager, International Programs.

Duties

- Provide general assistance and support for the Senior Manager, Hospitality & Events Producer, Operations Coordinator, and the overall LA Residency program production
- Support the program with all A/V and technology needs
 - Assess and aid in technical support (ie; set up for presentations and film clips on smart TV's)
 - Assist the Residency Fellows with troubleshooting technical issues related to their program provided iPhones
 - Interact with IT teams at Film Independent and WeWork to identify tech needs and possible back-up plans
 - Recommend and secure outside technical support when needed

- Order and arrange for office supplies and crafty in the production offices, making sure all staff have the supplies they need
- Order and arrange for catering and food pick up for sessions, mentors, and staff during the LA Residency
- Assist in creating and updating documents for operations and productions on Google Drive
- Liaise between office space (ie; WeWork) and staff for various needs regarding day to day operational support (ie; booking conference rooms, registering guests, parking, placing support tickets when necessary)
- Support operations & events in setting up various receptions and special events
- Run various errands as needed for the Operations Team (particularly to and from WeWork and Film Independent)
- Work closely with GMM's COVID-19 Compliance Officers (C19CO) to mitigate the spread of COVID-19
 - Assist GMM's C19CO's in enforcing all CDC, OSHA, EPA, and NIH safety and prevention protocols
 - Assist in the day-to-day monitoring of compliance and enforcement of regulations
 - Ensure that all contact surfaces and high touch points are disinfected at least once daily, social distancing signs are visibly posted, social distancing cues are set up and enforced, all attendees hands are sanitized frequently, all masks are continuously worn properly, and that the location has adequate ventilation
 - Assist in testing and screening procedures as needed
- Assist with all aspects of accounting as needed
 - Assist Operations Coordinator with invoicing and tracking payments
 - Log and code expenses
 - Organize and maintain all receipts; back up GMM binders

Requirements

- Bachelor's degree and/or equivalent, relevant work experience
 - At least 1-2 years of professional experience working in the entertainment industry, preferably in production as an Office or Set PA
 - Basic understanding of TV & film production
- Must reside in the Los Angeles metropolitan area
- Must have a car, valid driver's license, and insurance as legally required
- Flexibility with working hours and schedule changes; able to work long days, late nights, and weekends
- Willingness to follow and enforce all COVID-19 safety protocols; must be vaccinated according to CDC guidelines
- Comfortable lifting and transporting heavy items
- Tech savvy; fluency with multiple platforms and applications and with general A/V set up (ie; Microsoft Suite, Google Suite, Adobe Acrobat, DropBox, Photoshop, Zoom, QuickTime)
- Organized and detail oriented; able to accomplish tasks in a timely manner and thrives on meeting deadlines
- Ability to multitask in a fast paced environment
- Excellent written and verbal communication skills

- Enjoys working within a team environment and is a dedicated team player; ability to work well and communicate effectively with other team members
- Proactive, resourceful, and able to problem solve / adjust efficiently and calmly in the face of unprecedented changes, and while under pressure
- Excellent interpersonal skills; comfortable and professional when engaging and interacting with high-profile creatives and industry executives
- Ability to handle sensitive and confidential information with integrity

Please send cover letter and resume to: jobs@filminddependent.org