

# GLOBAL MEDI MAKERS

**Global Media Makers, LA Residency Physical 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 Physical PA provides production support for the GMM Operations Team in producing the Collaborative & Directing Workshops for the five-week LA Residency. The GMM LA Residency Physical PA also supports other administrative & operational aspects for this five-week LA Residency. The GMM LA Residency Physical PA will report to the Senior Manager, International Programs and work alongside the Creative Advisors.

## **Duties (Operations)**

- Provide general assistance and support for the Senior Manager, Hospitality & Events Producer, Operations Coordinator, and the overall LA Residency program production
- Assist in creating and updating documents for operations and productions on Google Drive
- 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 on set
  - 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

### **Duties (Collaborative & Directing Workshops)**

- Provide general assistance and production support for the Collaborative & Directing Workshops and their Creative Advisors
- Ensure Fellows have the production gear they need for their individual shoots
  - Handle equipment requests with vendors
  - Handle order, pick up, and return of equipment
- Assist production with lights, cameras, other equipment, and set up / breakdown as needed
- Handle all paperwork related to production
- Act as courier for all deliverables
- Support the Collaborative & Directing Workshops with all technology needs
  - Assess and aid in technical support
  - Seek outside technical support when needed
- Assist with all aspects of accounting related to Collaborative & Directing Workshops 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 a Set PA
  - Basic understanding of TV & film production, Virtual Reality, and iPhones
  - Working knowledge of video equipment & terminology
- 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 unprecedented 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 (ie; Microsoft Suite, Google Suite, Photoshop, DropBox, QuickTime)
- Organized and detail oriented; able to accomplish tasks in a timely manner and thrives on meeting deadlines
- Ability to multitask and work reliably in a fast paced and high-pressure production 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 anticipate needs and problem solve in the face of unprecedented changes
  - Strong critical thinker with the ability to think practically and be solution oriented
- 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 (discrete manner)

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