

GLOBAL MEDI MAKERS

Global Media Makers, LA Residency Programming Assistant

January 18, 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 Programming Assistant provides support for the GMM Programming Team in developing and executing the five-week LA Residency. Reporting to the Global Media Makers Programming Manager, the GMM LA Residency Programming Assistant supports all administrative and programming aspects for this Residency.

Duties

- General
 - Provide general assistance and support for the Programming Team on all aspects of programming for the LA Residency
 - Attend meetings as necessary; take notes and minutes
- Scheduling
 - Assist in scheduling Fellows' meetings and other activities as needed
 - Send out reminders and updates to Fellows as needed
- Support in setting up all in-person sessions, including logistics for various on-site and off-site activities, including receptions, various field trips and screenings
 - Assist with all A/V and technology needs for sessions
 - Assist with the preparation of session handouts (both physical and digital)
 - Attend assigned sessions; take detailed notes and candid pictures as needed

- Assist in creating and updating documents for programming on the GMM Google Drive
 - Assist in creating and updating weekly syllabi and curricula
 - Assist in the preparation and collection of materials
 - ie; biographies, demographic surveys, release forms, etc
 - Maintain and update the Master Mentors lists and Mentors Bios folders
- Update Raiser's Edge
- Work with the Operations Coordinator to capture, collect and organize photos and videos from the LA Residency, and select photos for the program book
- Work closely with GMM's COVID-19 Compliance Officers (C19CO) to mitigate the spread of COVID-19
- Assist all GMM staff in any additional duties as needed

Requirements:

- Bachelor's degree and/or equivalent, relevant work experience
 - At least 1-2 years of professional experience working in the entertainment industry, either in TV and film production or at an agency
 - Knowledge of the TV and film industry and its key players
- Must reside in the Los Angeles metropolitan area
- Flexible with unprecedented schedule and timeline changes; able to work long days, late nights, and weekends
- Willingness to follow all COVID-19 safety protocols; must be vaccinated according to CDC guidelines
- Tech savvy with multiple platforms / applications and general A/V set up (Microsoft Suite, Google Suite, Adobe Acrobat, DropBox, Skype, Zoom, Acuity Scheduling, Photoshop, QuickTime)
- Heavy scheduling and calendaring experience on a high-level and busy desk
 - Experience and familiarity with Microsoft Outlook and Google Calendar
- Enjoys collaborating and working within a team environment
 - Ability to work well and communicate effectively with other team members, and with all personalities at various levels
- Strong written and verbal communication skills
 - Comfortable with figuring out linguistic or cultural barriers for effective communication
- Highly organized with acute attention to detail and an emphasis on time management and meeting deadlines
- Proactive and self-starter; able to pivot and make adjustments as needed, and react calmly in the face of pressure
- Ability to multitask and problem solve
- 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