

# FILM INDEPENDENT

Title: Nonfiction Programs and Fiscal Sponsorship Coordinator

Status: Part-time, Non-Exempt

Reports to: Manager, Nonfiction Programs and Fiscal Sponsorship

Location: Los Angeles

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## **ABOUT FILM INDEPENDENT**

Film Independent's mission is to champion creative independence in visual storytelling and support a community of artists who embody diversity, innovation and uniqueness of vision.

Founded in 1984, Film Independent is a nonprofit 501(c)(3) organization that helps filmmakers make their movies, build an audience for their projects and works to diversify the film industry.

Supporting over 100 filmmakers each year through our Artist Development programs, Film Independent equips filmmakers with the tools, resources and connections they need to finish their films and establish their careers as working artists.

Film Independent also produces the Film Independent Spirit Awards, recognizing the finest achievements of American independent filmmakers.

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## **Job Description:**

The Nonfiction Programs and Fiscal Sponsorship Coordinator is a part-time, non-exempt position working approximately 20 hours per week.

The Nonfiction Programs and Fiscal Sponsorship Coordinator will coordinate the day-to-day operations of the Fiscal Sponsorship Program, in addition to assisting in the coordination of nonfiction Labs, events and related inquiries, including, but not limited to, the Documentary Lab, DocuClub, Fast Track and the CNN Original Series Docuseries Intensive.

The Nonfiction Programs and Fiscal Sponsorship Coordinator will also be involved in developing and implementing ways to expand and improve the impact and effectiveness of the Fiscal Sponsorship and other Artist Development programs.

More information about fiscal sponsorship is available here:  
<https://www.filmindependent.org/programs/fiscal-sponsorship/>

More information about Artist Development programs is available here:  
<https://www.filmindependent.org/programs/artist-development/>

The position is entry level, with possible room for growth within the organization.

**Schedule:** Part-time, 20 hours per week. Preferred disbursement of hours is five hours Monday to Tuesday then Thursday to Friday, but open to discussion. Occasional presence at local weekend and evening events may be required.

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**Duties and Responsibilities include:**

- Responding to program inquiries and filmmaker questions via phone and email
- Organizing Fiscal Sponsorship application submissions and reviews, corresponding with program applicants and generating and sending acceptance and rejection notifications
- Generating, tracking and maintaining fiscal sponsorship grant agreements, grant contracts and reports, financial documents and other program paperwork and files
- Onboarding and maintaining sponsored project and filmmaker profiles (Raisers Edge, NetCommunity, WordPress)
- Coordinating and tracking status of sponsored and supported projects by requesting and maintaining project reports
- Responding to information and data requests made via Umbraco and JotForm, when appropriate
- Tracking and coordinating updates to the marketing staff related to exhibition and recognition (awards) of projects supported by Film Independent
- Assisting in other departmental tasks initiated by the Director of Artist Development, including conducting research, fielding general questions, and other support tasks as needed
- Organizing submissions to nonfiction programs and reviews of applications, corresponding with program applicants and generating and sending acceptance and rejection notifications
- Assisting with all aspects of Artist Development Labs, including but not limited to dissemination of Lab materials, ensuring all parties have access to relevant information in a timely fashion, monitoring communication between participants and mentors, organizing usage of Film Independent facilities and organizing catering for in person events.
- Updating public-facing information for Fiscal Sponsorship and Artist Development on an ongoing basis.

- Generating payment for consultations between professionals and fellows, Lab mentors and speakers.
- Occasionally providing on-site support during Artist Development events in Los Angeles
- Other duties as assigned

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**Requirements and Qualifications:**

- Desire to learn and grow with an arts and media nonprofit dedicated to serving the needs of independent filmmakers around the world
- Strong organizational skills with keen attention to detail
- Demonstrated ability to meet deadlines and complete tasks with minimal supervision
- Excellent communication skills and flexible, collaborative working style
- Strong ethics, judgment and decision-making skills
- Excellent computer skills with demonstrated ability to quickly learn new programs and software and to troubleshoot and problem solve independently
- Experience and proficiency using content management systems and a variety of software applications (will train on specific systems and platforms as needed)
- Professional demeanor
- Self-confidence and ability to problem solve and take initiative
- Demonstrated interest and/or experience in independent film or other media a plus
- Demonstrated interest in the nonprofit field through volunteer work, work experience, internships and/or educational background a plus
- Ability to work as part of a team and under pressure with all personalities at various levels

**EDUCATION**

Bachelor's Degree preferred; recent grads welcome. Will consider relevant experience in lieu of degree.

**COMPENSATION**

\$20/hour

**APPLY**

Please send a resume and cover letter to [jobs@filmIndependent.org](mailto:jobs@filmIndependent.org). Include "Nonfiction Programs and Fiscal Sponsorship Coordinator" in the subject line.

*Film Independent is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation, or veteran status.*