

FILM iNDEPENDENT

Job Description as of Date: October 26, 2022

Title: Artist Development Coordinator

Reports to: Director of Artist Development

Are you the kind of person that seeks to champion diverse and creative voices in visual storytelling? The Artist Development Team at Film Independent is seeking a supportive coordinator to join our team.

Ready to make an impact? Here's how you would support the team:

The **Artist Development Coordinator** is responsible for coordinating the submission and selection process for all Artist Development programs, producing the annual talent guide, online and in print, conducting outreach and promotion of our programs, conducting ongoing engagement and communication with our Fellows, hiring and managing third party readers and reviewers, processing department invoices and expenses, and supporting the Artist Development team with all of our year-round programs and events. The Coordinator is responsible for tracking supported artists and projects including production status updates, festivals, awards and distribution, diversity statistics, and is responsible for delivering relevant information for the Film Independent annual report, board reports, and reporting for grants and funders of Artist Development. The Coordinator will participate in the selection process for the Artist Development programs, reading and evaluating applications. Serve as the internal liaison across all departments within the organization. The Coordinator is responsible for the Artist Development submissions system and database, as well as maintaining proper records for all Fellows and Industry participants in the Film Independent database, Raisers Edge.

Job Responsibilities:

Coordinate the submissions and selection process for each Artist Development program

- Oversee the submissions database and serve as point of contact for database developers
- Oversee the application process including creating each application, overseeing the application site and serve as point of contact for applicants
- Assign applications and scripts to readers
- Coordinate the selection process and timeline for the department: schedule meetings, assign scripts and applications internally
- Hire and oversee a pool of freelance readers
- Coordinate creating and ensuring the completion of Fellows surveys

Coordinate all accounting needs for Artist Development

- Process Invoices and check requests, W9s, accounting forms for department
- Track department expenses and provide expense report of department credit card to the accounting department

Liaise between the departments within the organization and serve as the Artist Development representative, as needed

- Coordinate with Marketing department on promotion plan, schedule and budget for Artist Development program marketing including advertising and digital content including website, blog announcements and press releases
- Coordinate with Development department to ensure fulfillment of program sponsors requirements
- Serve as point of contact for all Artist Development statistics
- Create reports to be used for annual strategic goals, fundraising and grant reporting.
- Facilitate Artist Development Board reports
- Serve as point of contact internally for Film Independent events including the Directors Close Up and Film Independent Forum

Oversee the Artist Development Intern Program

- Hire Interns through University Partners
- Train and serve as day to day contact for Artist Development Interns

Track Film Independent Fellows and their career and/or supported project successes through surveys and research.

- Create reports to be used for annual strategic goals, fundraising and grant reporting.

Produce the annual Talent Guide, online and in print.

Track all statistics for Artist Development, including diversity statistics, supported projects, # of Events and Industry Partners, etc.

Serve as point of contact for Fellows during major events and the public for general inquiries about Artist Development.

Support the Director of Artist Development and Artist Development Team in the curation and administration of all Artist Development programs

Qualifications/Requirements:

- Must reside in the greater Los Angeles area and work in an office as needed. Required to be a highly organized, expert multi-tasker
- Extensive knowledge of Microsoft Office is strongly preferred.
- Must be an effective communicator with a deep interest in supporting diversity, equity, and inclusion in the arts.
- Hard-working team player with initiative and the ability to work under pressure with all personalities at various levels.
- Detail-oriented and strong research skills.

- Flexible schedule to work select weekends and/or evenings and a willingness to take on other duties as assigned

APPLY

Please send a resume and cover letter to jobs@filmindependent.org, with “AD Coordinator” in the subject line. Thank you!

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