The Film Independent Spirit Awards is looking for a qualified 2nd Production Coordinator, starting in early January through March 17, 2023. All applicants must have previous event experience and knowledge of awards shows. The Production Coordinator works directly with, and reports to, the Spirit Awards Producers.

The Production Coordinator is responsible for the following elements pertaining to the 2023 Film Independent Spirit Awards.

- Work with Producers on all production elements including:
  - Support various departments, as needed, in conjunction with event
  - Set up/strike various production meetings leading up to show
  - Manage deliveries, as needed, during pre-production, event, and postproduction
  - Make runs outside office, if needed
  - Facilitate staff and materials move to and from venue (Santa Monica)
  - Updating and maintaining Production Schedule and Crew & Vendor contact lists until Script department oversees
  - Schedule and update deliveries to office and site, as needed
  - Create and maintain load in/out schedule
  - Inventory all equipment in storage unit and on site
  - Schedule and oversee Production Assistants for event and complete all start payroll paperwork prior to moving to site

- Responsible for the following elements:
  - Trailers – ordering, setting up and desk assignments
  - Restrooms
  - FIOS/Phone lines install
  - Office furniture
  - Rentals & expendables
  - Vehicles
  - Heavy Equipment
  - Craft Service
  - Golf Carts
  - Radios
  - Storage Containers
  - Fencing & Barricade
  - Dumpsters
  - Color copiers/Scanners
  - Office Supplies
  - Parking Lot repair
  - Schedule parking lot clean-up crew

- Distribution of sponsored beverages
- Maintain event site
• Order supplies for various departments, as needed
• Oversee placement of hedgerow around event site
• Oversee placement of furniture in various ancillary tents, including:
  o Press Lounge
  o Talent Holding
  o Host dressing rooms
  o Main tent, as needed
• Oversee set up press walls in Press Tent
• Set up stanchions for show day entrance
• Oversee radio and equipment checkout during load in/show day/strike
• Coordinate and support elements needed for Spirit Awards Nominee Brunch
• Acquire certificates of insurance (COI) for all vendors
• Coordinate Hotels and Travel for staff, host, and talent
• Facilitate printing of table card numbers and menus
• Oversee Petty Cash and PCards
• Order late meals for Script and Writing Departments on site
• Oversee parking allocations for all crew working on site
• Update parking grids in real time, as needed for week of show
• Oversee parking coordinators/parking PA schedules
• Support Parking lot set up and PA breaks, as needed
• Distribute event signage, as needed
• Compile list of PA and vendor credentials, as needed
• Complete and submit detailed wrap report prior to end of employment
• Other duties, as assigned

Requirements:
• Production experience with emphasis on events
• Able to work in fast paced environment
• Excellent overall production knowledge is necessary (i.e. ordering heavy equipment, working with numerous vendors, etc.)
• Long hours often required
• Flexible schedule, willing to work weekends and evenings as needed.
• Must have vehicle
• Good oral and written communication skills
• Detail-oriented
• Expert multi-tasker
• Punctual
• Proficient skills in Microsoft Office

Important Dates
February 11, 2023 – Nominee Brunch
March 4, 2023 – Film Independent Spirit Awards
TBA – Event/Broadcast production meetings

Interested parties should send a resume and cover letter to jobs@filmindependent.org. Please use “Production Coordinator position” as the email subject line.