

FILM INDEPENDENT SPIRIT AWARDS

Position: Production Coordinator

Status: Exempt/Seasonal

Rate: \$1,400/wk

Start: January 2, 2024

End: March 8, 2024

The Production Coordinator (PC) is responsible for the following elements pertaining to the 2024 Film Independent Spirit Awards. The PC reports directly to the Production Manager with support from the Producers, as needed. This position will start no later than January 2, 2024 and will last no more than 10 weeks.

- Work with Production Manager 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 post production
 - Make runs outside office, as needed
 - Facilitate move to and from venue (Santa Monica)
 - Updating and maintaining Production Schedule and Crew & Vendor contact lists
 - Schedule and update deliveries to office and site, as needed
 - Create and maintain load in/out schedule
 - Inventory all equipment in storage unit
 - Assist in scheduling and oversee PA's for event, as directed by production manager. Complete all start paperwork prior to moving to site

- Responsible for the following elements (to be shared with Production Manager)
 - Trailers – ordering, setting up and desk assignments
 - Restrooms (Andy Gump)
 - FIOS/Phone lines install (Frontier)
 - ADA Lift (Tom Bramlett)
 - Office furniture (Dozar)
 - Rentals & expendables (Quixote)
 - Vehicles (TBD)
 - Heavy Equipment (Power Trip)
 - Craft Service
 - Golf Carts (TBD)
 - Radios (SJM Radios)
 - Storage Containers (TBD)
 - Fencing (Andy Gump)
 - Barricades (Andy Gump)
 - Dumpsters (Waste Management)
 - Color copiers/Scanners (T.M.G.)
 - Coffee service (Craft Service Bros.)
 - Office Supplies
 - Parking Lot repair (Curcio)
 - Schedule parking lot clean-up crew

- Distribution of sponsored beverages, as needed
- Maintain event site
- Ordering supplies for various departments, as needed
- Place furniture in various ancillary tents, including:
 - Press Lounge

- Talent Holding
 - Host dressing rooms
 - Main tent, as needed
- Set up press walls in Still photo and Video/Print Tents
 - 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
 - Complete and submit detailed wrap report prior to end of employment
 - Acquire insurance certificates for all vendors
 - Coordinate Hotels and Travel for staff and host
 - Facilitate printing of table card numbers and menus
 - Oversee Petty cash for all lunches, dinners for script department, production related expenses
 - Oversee parking allocations for all crew working on site.
 - Ability to work as part of a team and under pressure with all personalities at various levels
 - Other duties, as assigned

Requirements:

- 5+ years 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:

Saturday, January 6	Nominee Brunch
Sunday, February 25	2024 Film Independent Spirit Awards
TBD	Event/Broadcast Production Meetings

ABOUT FILM INDEPENDENT

For over 40 years, Film Independent has helped filmmakers get their projects made and seen. The nonprofit organization's core mission is to champion creative independence in visual storytelling in all its forms, and to foster a culture of inclusion. We support a global community of artists and audiences who embody diversity, innovation, curiosity and uniqueness of vision.

ABOUT THE FILM INDEPENDENT SPIRIT AWARDS

The Film Independent Spirit Awards is the premier awards event for the independent film and television community.

Each year, the Spirit Awards brings together top talent from throughout the world of film and television. In addition to traditional categories such as Best Feature and Best Director, the Spirit Awards features a number of unique honors such as Best First Screenplay and the John Cassavetes Award (best feature under \$1,000,000). In 2021, the show introduced new categories honoring outstanding television storytelling and performances and this year, two Best Breakthrough Performance categories make their debut.

Please send resume and cover letter to jobs@filmindependent.org.