

# **FILM** **INDEPENDENT** **SPiRiT** **AWARDS**

Position: Production Manager  
Status: Exempt/Seasonal  
Rate: \$1,700 wk  
Start Date: December 4, 2023  
End Date: March 8, 2024

The Production Manager's primary responsibilities are to oversee event elements as pertaining to the 2024 Film Independent Spirit Awards. This individual reports directly to the Producers and Executive Producer and is responsible for helping to find ways to improve the organization's production processes and structures. This position will start no later than December 4, 2023 and will last no more than 13 weeks.

The individual in this role will work closely with team members to build strategies to maximize performance. They will also collaborate with other departments and team members for all events related to the Spirit Awards. They are responsible for allocating duties, schedules, and any other production related elements for the show, and overseeing opening and closing of production compound throughout event.

Responsible for overseeing the following elements with production team:

- Oversee Production Coordinator and Production Assistants
- Assign daily tasks
- Trailers – ordering, setting up and desk assignments
- Restrooms (Andy Gump)
- FIOS/Phone lines install (Frontier/Production Networking)
- Office furniture (Dozar)
- Confirming Medic on site for duration of build, event, and strike
- Rentals & expendables (Quixote)
- Production Vehicles (MCAR)
- Heavy Equipment (TBD)
- Craft Service/Coffee Service (Craft Service Bros)
- Daily meals for production staff
- Golf Carts (TBD)
- Radios (TBD)
- Storage Containers (TBD)
- Fencing (Andy Gump)
- Barricades (Andy Gump)
- Dumpsters (Waste Management)
- Color copiers/Scanners (T.M.G.)
- Office Supplies
- Parking Lot repair (Curcio)
- Schedule parking lot clean-up crew (Oranje Janitorial)
- Manage shipping & receiving for sponsored beverages and deliveries
- Oversee radio and equipment checkout during load in/show day/strike

- Coordinate and support elements needed for Spirit Awards Nominee Brunch
- Acquire insurance certificates for all vendors
- Oversee Hotels and Travel for staff
- Oversee Petty cash and P Cards transactions, tracking and reconciling
- Oversee parking allocations for all crew working on site
- Complete and submit detailed wrap report prior to end of employment
- 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 a fast-paced environment
- Excellent overall production knowledge is necessary (i.e. ordering heavy equipment, working with numerous vendors, hiring and scheduling support staff, etc.)
- Long hours often required
- Flexible schedule, willing to work weekends and evenings a must
- Must have a valid driver's license and dependable vehicle
- Good oral and written communication
- Detail oriented
- Expert Multi-tasker
- Punctual
- Proficient skills in Microsoft Office

### **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](mailto:jobs@filmindependent.org).