

FILM iNDEPENDENT

EDUCATION & INTERNATIONAL PROGRAMS COORDINATOR

Reports to: Sr. Director of Education & International Initiatives

Status: Full-Time, Non-Exempt

Pay: \$22/hour

Job Description:

Full Time: Work schedule is 10:00 am – 6:00 pm, Monday through Friday. Tuesday and Wednesday are in-person* at the Film Independent Office. Preceding and during the LA Residency and other programming, work hours and office location vary depending on the program.

Reporting to the Sr. Director of Education & International Initiatives and working closely with the Associate Director of Education, Associate Director of International Programs, Film Education Manager and Operations Manager, the Education & International Programs Coordinator will be responsible for all administrative and operations for the Education & International Programs

Administrative & Systems Duties:

- Support the Sr. Director and Associate Director in the following:
 - Maintain calendar and schedule all in-house, virtual, and external meetings, noting the stakeholder participating, including their biographies, and the context of the meeting
 - Keep track of all work hours for Grant Reporting
 - Collect and keep a weekly “to-do list” of tasks, including updating Monday.com
 - Reconciliation of Film Independent credit cards
 - Scanning and filing receipts and invoices
- Coordinate all in-person and virtual meetings for both Departments
 - Create agendas and keep minutes for meetings in coordination with Operations Associate
 - Update wall calendar in coordination with Operations Associate
 - Create all calendar invites via:
 - In-Person Film Independent Office (Book conference/meeting rooms when applicable thru Outlook)
 - Zoom or Microsoft Teams
 - Offsite Meetings (Lunches, Coffees, Off Site Visits, etc.)

- Assist in facilitating telephone/video conferencing calls
 - Run Zoom meetings for webinars, virtual workshops, and group interviews
 - Coordinate waiting rooms and breakout rooms when needed
 - Record video call recordings when needed
- Liaise between departments and the building Workspace (Rockhill) regarding day-to-day operational needs placing support tickets when necessary, including but not limited to:
 - Registering visitors
 - Parking validations
 - Air conditioner requests and other after-hours logistics
 - Maintenance needs

Programming & Operational Support

- Assist in all administrative and operational aspects of the LA Residency and other GMM, International and Education Programming
 - Assist with Fellows Arrival Day, including welcome packages and airport pickups, etc.
 - Assist in coordinating other events, dinners and screenings
 - Sitting in on sessions to take notes and photographs as needed
 - Help GMM Team in facilitating programming sessions, which can include:
 - Checking equipment needed
 - Setup
 - Clean up, strike and break
 - Other duties as assigned
 - Support programming and operations with all A/V and technology needs
 - Assess and aid in technical support (ie; set up for presentations and film clips on smart TV's)
 - Support operations & events in setting up various receptions and special events
 - Run various errands as needed

Candidate is required to have the following qualifications:

- Bachelor's degree and/or equivalent, relevant work experience
- At least 1-2 years of relevant professional experience
- Knowledge of the TV and film industry is helpful
- Strong administrative, accounting and communication skills
- Highly organized with acute attention to detail and an emphasis on time management and meeting deadlines
- Comfortable with figuring out linguistic or cultural barriers for effective communication
- Excellent interpersonal skills; comfortable and professional when engaging and interacting with high-profile creatives and industry executives

- Flexible with unprecedented schedule and timeline changes; able to multitask, problem solve, and work long days, late nights, and weekends
- Heavy scheduling and calendaring experience on a high-level and busy desk
- Tech savvy and experienced in Microsoft Office and Google programs
- Enjoys collaborating and working within a team environment and with different personalities at various levels
- Proactive and self-starter; able to pivot and make adjustments as needed, and react calmly in the face of pressure
- A team player with the ability to work as part of a team and under pressure with all personalities at various levels

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are committed to building a diverse, inclusive, and authentic team. If you're excited about this role but your past experience doesn't align perfectly with the job description, we would like you to apply anyway. You may just be the perfect fit for either this or other roles.

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

** In-person days are subject to change by Management*