

FILM iNDEPENDENT

OPERATIONS ASSOCIATE, GLOBAL MEDIA MAKERS

Reports to: Operations Manager and Project Manager

Status: Full-time, Exempt

Pay: \$66,560 annual

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, working hours and office location vary depending on the program.

Reporting to the Operations Manager and Project Manager, the Operations Associate executes the operational plans, including clerical, administrative, accounting, reporting and hospitality needs, for all Global Media Makers programs as set forth by the Associate Director.

General Operations (reporting to Operations Manager):

- Day to Day Operations:
 - General support for daily office management - ordering supplies
 - Assist with keeping Operations Calendar, Google Drive, GMM Folders and physical filing systems
 - Create meeting agendas, taking minutes, book conference rooms and take minutes during meetings
 - Parking Validations - keep a log of parking validations
- Accounting:
 - Assist with reconciliation of company credit cards, P-Card accounts, Petty Cash and updating Google Drive folders with scanning receipts
 - Jotform - update mentor information for Invoicing & Payments
- Inventory
 - Maintain inventory of all program/event supplies and equipment
 - Maintain inventory of GMM branded merchandise
 - Maintain inventory of basement storage
- Assist in setup and breakdown of all events with all equipment and check in needs, communicating tech needs with office, venues and theaters

- All other duties as assigned

Operational Support for LA Residency & Other Programs

- Assist in all administrative and operational aspects of the Program
 - Assist with Fellows Arrival Day, including welcome packages and airport pick ups, ground transportation to apartments, 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 the program 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)
 - Troubleshoot Residency Fellows technical issues related to their program provided iPhones
 - Interact with IT teams at Film Independent and Operations Manager to identify tech needs and possible back-up plans
 - Recommend and secure outside technical support when needed
 - Assist in ordering and arranging for office supplies, making sure all staff have the supplies they need
 - Assist in ordering and arranging for catering and food pick up for sessions, receptions, mentors, and staff
 - Support operations & events in setting up various receptions and special events
 - Run various errands as needed for the Operations Team
 - All other duties as assigned

Hospitality & Travel Logistics (Reports to Project Manager)

- Coordinate and book travel for both outbound and inbound trips relating to programs for staff, Mentors, Fellows, and other participants
- Understand, follow, and be well versed in the Fly America Guidelines when called for by programs that are sponsored by government funding
- Handle, oversee, and assist with visa applications for mentors and staff traveling on international trips and regularly monitor changes in visa application guidelines to countries to which Global Media Makers travels
- Create itineraries and travel packets for all travelers which include all information needed for their trip
- Work closely with the Project Manager to draft itineraries and secure all logistical needs and information for staff and Mentors

- Work closely with the Project Manager and partners at the State Department to coordinate the J1 process and approval for GMM Fellows.
- Communicate and coordinate with incoming participants and GMM Fellows to provide travel itinerary, dates, and lodging in Los Angeles.
- Help manage the Lyft and Uber business accounts to ensure Fellows transportation in Los Angeles to all Residency events and that GMM transportation guidelines are being followed
- All other duties as assigned

Candidate is required to have the following qualifications:

- Bachelor's degree and/or equivalent, relevant work experience
- At least 2 years of professional experience working in administration and accounting
- 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@filmindependent.org.

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