

FILM INDEPENDENT

Executive Assistant to the President

Job Description as of June 1, 2026

Reports to: Office of the President

Status: Exempt, full-time + benefits

Pay: \$70,304

Location: Los Angeles – Hybrid / In-Person

ABOUT FILM INDEPENDENT

Film Independent's mission is to champion creative independence in visual storytelling in all its forms, and to foster a sense of inclusion. We support a global community of artists and audiences who embody diversity, innovation, curiosity and uniqueness of vision.

Job Description: Film Independent is seeking a highly organized, strategic, proactive, and culturally engaged Executive Assistant to the President to support the Office of the President during a period of organizational transformation and strategic growth.

This role goes far beyond traditional administrative support. The position will serve as a central operational and organizational partner to the President while also supporting cross-departmental coordination, organizational operations, and strategic initiatives in collaboration with Finance, Human Resources and leadership teams.

The ideal candidate is someone who thrives in fast-moving creative and institutional environments, can manage multiple priorities simultaneously, and is deeply interested in film, media, culture, operations, organizational systems, and strategic execution.

As Film Independent evolves into a more integrated, editorially driven, digitally connected ecosystem, this role will help support the day-to-day operational flow of the organization while assisting the President in advancing strategic priorities related to:

- Organizational integration and cross-department collaboration
- Strategic planning and operational alignment
- Membership and ecosystem growth
- Internal communications and leadership coordination
- Budget and operational planning
- Organizational process improvement

Key Responsibilities:

Executive & Strategic Support to the President

- Manage the President's calendar, scheduling, travel, meetings, and priorities
- Coordinate internal and external communications on behalf of the President
- Prepare agendas, briefing materials, talking points, summaries, and follow-up documentation for meetings
- Support the President in tracking strategic initiatives, departmental priorities, and organizational goals
- Assist in preparing presentations, strategic documents, board materials, and organizational assessments
- Help coordinate leadership meetings, departmental check-ins, and cross-functional working groups
- Track action items and ensure follow-through across departments
- Support external relationship management with board members, artists, partners, studios, foundations, government representatives, funders, and industry stakeholders
- Other duties as assigned

Operations & Organizational Support

- Assist with operational coordination across departments and leadership teams
- Support the implementation of organizational systems and process improvements
- Coordinate internal operational initiatives tied to organizational restructuring, digital transformation, and strategic planning
- Assist in managing organization-wide calendars, timelines, and project coordination
- Support operational planning around events, strategic initiatives, and organizational priorities

In collaboration with the Finance and Human Resources teams, this role will also provide operational and administrative support related to organizational infrastructure and internal processes.

Responsibilities may include:

- Assisting with departmental budget tracking and coordination
- Supporting the organization of financial and operational planning materials
- Helping coordinate budgeting timelines, reporting needs, and departmental follow-up
- Assisting with onboarding, internal communications, and employee coordination

- Supporting updates and organization of internal operational documents, employee handbook materials, and organizational policies
- Assisting with organizational operations tied to staffing, scheduling, and workflow management
- Supporting internal process documentation and organizational standards

This role is intended to provide operational coordination and support that strengthens communication, follow-through, and organizational alignment.

Ideal Candidate

The ideal candidate is:

- Exceptionally organized and detail-oriented
- Proactive and solutions-oriented
- Comfortable managing multiple priorities simultaneously
- Strong written and verbal communicator
- Able to navigate both creative and operational conversations
- Comfortable working with senior leadership, artists, and external stakeholders
- Curious, collaborative, and adaptable
- Interested in film, media, culture, and the future of storytelling
- Interested in organizational systems, strategy, and operations
- Comfortable working in evolving and fast-paced environments

Qualifications & Competencies:

- 3–7+ years of experience in executive support, operations coordination, project management, or organizational administration
- Experience supporting senior executives, creative leaders, or nonprofit leadership preferred
- Strong organizational and project management skills
- Excellent written communication skills
- Strong proficiency in Microsoft 365 (Teams, Outlook, OneDrive, Word, PowerPoint, Excel, etc.), scheduling and project management platforms and organizational systems
- Experience coordinating across multiple teams and stakeholders
- Familiarity with nonprofit, media, entertainment, arts, or cultural orgs is a plus
- Understands both strategy and execution
- Ability to work as part of a team and under pressure, with all personalities at various levels
- Can move fluidly between administrative, operational and strategic work
- Comfortable helping organize ambiguity and complexity

- Has strong emotional intelligence and discretion
 - Can help create clarity, follow-through, and operational cohesion across the organization
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How to Apply:

Interested candidates are invited to submit their resume and cover letter outlining their relevant experience and qualifications to jobs@filmindependent.org

Please include "**Executive Assistant to the President**" in the subject line.

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 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.

Film Independent is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation or veteran status.