FILM INDEPENDENT SPIRIT AWARDS

Position: Production Coordinator
Status: Exempt/Seasonal
Rate: $1,500/wk
Start: December 14, 2026
End: March 19, 2027

The Production Coordinator (PC) is responsible for the following elements pertaining to the 2027 Film Independent Spirit Awards. The PC reports directly to the Production Manager, works alongside a second PC, and supports the Producers and Spirit Awards Manager as needed. The PC will also work directly with the venue staff. This position will start no later than December 14, 2026, and will last no more than 13 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
- Coordinate deliveries, as needed, during pre-production, event and post production
- Coordinate runs outside office, as needed
- Facilitate move to and from venue
- Updating and maintaining Production Schedule and Crew & Vendor contact lists
- Support Logistics Manager with load in/out of venue
- Inventory all equipment in Film Independent office storage and onsite at venue
- Schedule and oversee Production Assistants
- Collect all payroll paperwork for weekly and hourly event employees
- Support Spirit Awards Manager with Petty Cash and P Card reconciliation
- Activate work space allocations for all departments

Responsible for the following elements (to be shared with Production Manager):

- Support elements needed for Spirit Awards Nominee Brunch
- Trailers – ordering, setting up and desk assignments
- Restrooms (Andy Gump)
- Rentals & expendables (Illuminar)
- Vehicles (Midway)
- Heavy Equipment (Hoskins)
- Crew Catering (City Kitchen)
- Craft Service/ Coffee service (City Kitchen)
- Radios (SJM Radios)
- Fencing (Andy Gump)
- Barricades (Andy Gump)
- Dumpsters (Palladium)
- Color copiers/Scanners (T.M.G.)
- Office Supplies
- Distribution of sponsored product, as needed
- Ordering supplies for various departments, as needed

- Place furniture in various spaces, including:
    - Press Lounge
    - Talent Holding
    - Host dressing rooms
    - Staff Offices
    - And other areas as needed
- Set up press walls in Still photo and Video/Print Area
- Set up stanchions for show day entrance
- Oversee radio and equipment checkout during load in/show day/strike
- Acquire insurance certificates for all vendors
- Coordinate Hotels and Travel for staff and host
- Facilitate printing of table card numbers and other materials
- Oversee and track all expenses for crew supplies and meals
- Work with Logistics Manager for all parking, credential, and security elements
- Work with Volunteer Manager to assign duties to volunteers as needed
- Submit detailed wrap report prior to end of employment
- 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, etc.)
- Long hours often required
- Flexible schedule, willing to work weekends and evenings as needed
- Ability to work as part of a team and under pressure with all personalities at various levels
- Must have a valid driver's license and dependable vehicle
- Good oral and written communication skills
- Detail-oriented
- Expert multi-tasker
- Punctual
- Proficient skills in Google Suite and Microsoft Office

Important Dates:

Saturday, January 9	Nominee Brunch
Saturday, March 6	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.

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 **“Spirit Awards Production Coordinator"** 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 on the basis of race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation, or veteran status.