FILM INDEPENDENT SPIRIT AWARDS

Position: Production Manager
Status: Exempt/Seasonal
Rate: $2,000 wk
Start Date: December 14, 2026
End Date: March 19, 2027

The Production Manager's primary responsibilities are to oversee event elements as it pertains to the 2027 Film Independent Spirit Awards. This position reports directly to the Producers and Executive Producer. They're responsible for helping to find ways to improve the organization's production processes and structures. This position will start no later than December 14, 2026 and will last no more than 13 weeks.

They will work closely with team members to build strategies to maximize performances. They will collaborate with the venue management and staff. They will oversee the activation of certain exterior and interior spaces. They are responsible for allocating duties, schedules, and any other production related elements for the show. Responsible for overseeing opening and closing of the production compound throughout the event.

Responsible for overseeing the following elements with production team:

- Manage Production Coordinator and Production Assistants
- Oversee Production Schedule
- Support elements needed for Spirit Awards Nominee Brunch
- Production Office Trailers (TBD) – ordering, setting up and desk assignments
- Restrooms (Andy Gump)
- IT installation in tandem with the venue management
- Confirming Medic on site for duration of build, event, and strike
- Rentals & expendables (Illuminar)
- Production Vehicles (Midway)
- Heavy Equipment (Hoskins)
- Radios (SJM Radios)
- Fencing (Andy Gump)
- Barricades (Andy Gump)
- Dumpsters (Palladium)
- Color copiers/Scanners (TMG)
- Office Supplies
- Manage deliveries for sponsored product and materials, along with all production items
- Oversee radio and equipment checkout during load in/show day/strike
- Acquire insurance certificates for all vendors
- Support Spirit Awards Manager with petty cash and P Card tracking and reconciling
- Work with Logistics Manager for all parking, credential, and security elements
- Submit detailed wrap report prior to end of employment
- Other duties, as assigned

Important Dates:

- Saturday, January 9 — Nominee Brunch
- Saturday, March 6 — Film Independent Spirit Awards
- TBD — Event/Broadcast Production Meetings

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
- This position requires the individual to work in person at the Film Independent offices and Spirit Awards venue.
- 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
- Detail oriented
- Expert Multi-tasker
- Punctual
- Proficient skills in Google Suite and 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.

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.