

FILM INDEPENDENT SPIRIT AWARDS

Job Description as of July 2024

Title: **Spirit Awards Manager**
Reports to: **Executive Producer**
Status: **Exempt, full-time, Salary \$66,560 + benefits**
Location: **Los Angeles, CA (Hybrid)**

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, and the single largest fundraiser for Film Independent.

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 several 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.

Job Description: The Spirit Awards Manager plays a key role in the day-to-day responsibilities for the following elements pertaining to the Film Independent Spirit Awards. They report directly to Executive Producer Shawn Davis. This position will start no later than September 2024.

Duties:

NOMINATIONS

- Support budget management in consultation with Director of Finance and Operations and Nominations Producer
- Manage seasonal nominations staff contracts, start paperwork, onboarding with Fi emails and appropriate log-ins

EVENT

- Administrative duties as needed including
 - Updating Spirit Awards timelines
 - Updating awards calendar
 - Manage the setup of production meetings and disseminating detailed notes after meetings to various departments
 - Work with Spirit Awards team to maintain files, including historical files, current production year and post event
 - Track all pending due dates per timeline
 - Create and track To Do lists

- Manage zoom links, as needed for large meetings
- Manage set up and all details pertaining to the Spirit Awards ancillary events including but not limited to the Nominations Announcement and Nominee Brunch, if produced
- Keep detailed records of changes made to vendor orders.
- Work closely with Finance on schedules for payments and follow up
- Work with Administrative and Technical Manager on room schedules, parking, and other office protocols as needed for department
- Attend Spirit Awards weekly production meetings as well as Film Independent staff meetings
- Manage office set up and onboarding for seasonal staff, including liaising with IT department for email, phone, printers, and troubleshooting
- Support Producers during pre-production, event, and postproduction
- Manage and reconcile P Cards and petty cash as well as submit vendor invoices for payment
- Maintain tracking all expenses
- Oversee daily communication and logistics between Film Independent offices and event site
- Manage permitting process with City of Santa Monica and attend all necessary meetings that require a Spirit Award representative
- Manage load in/strike documents, with Development representative, as it pertains to sponsor activations
- Support set up and wrap of beach location and move back to Film Independent offices
- Coordinate hotels and travel for staff, host, and talent, etc., as needed
- Coordinate shipping all awards, as needed, to the winners and/or distributors
- Submit and track creative briefs, as needed, for production
- Liaise with vendors and Film Independent insurance broker to obtain certificates of insurance, as needed
- Other duties, as assigned

Requirements:

- During impacted times, available to work long hours, evenings, and weekends.
- Hard working team player with initiative that can work with minimal supervision.
- Ability to work as part of a team and under pressure with all personalities at various levels
- Experience with large public events
- Knowledge of Microsoft Office Suite (including Teams); Mac OS, Google Docs.
- Experience with Raiser's Edge or similar databases, a plus
- Strong oral and written communication skills, interpersonal skills, and organizational skills
- Experience with budget management for large events
- Must have reliable transportation for business-related travel as needed
- Must reside in the greater Los Angeles area

Competencies:

- Strong administrative skills
- Upbeat; highly organized and detail-oriented
- Punctual, reliable, and dependable
- Expert multi-tasker
- Ability to navigate websites and do research
- Ability to anticipate and meet deadlines
- Ability to work well with other team members in fast paced environment
- Knowledge of independent film and TV industry
- Self-starter, highly motivated individual

How to Apply:

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

Please include "Spirit Awards Manager" 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