

FILM INDEPENDENT

Sloan Summit Production Manager

2025 Sloan Summit
Reports to: Programming and Events Producer
Hire Term: February 3, 2025 – May 16, 2025 (15 weeks)
Pay Rate: \$20,000

Sloan Summit Production Manager Job Description

The Sloan Summit Production Manager will work closely with three key Film Independent staff members, including the Programming and Events Producer and Director of Marketing, and The Sloan Programming Manager to coordinate content, production, and marketing efforts for the 2025 Sloan Summit. This event, funded by the Alfred P. Sloan Foundation, has been awarded to Film Independent to stage in Los Angeles in May 2025. The Manager will oversee a team of direct reports to ensure the successful production of the event.

The primary goal of the Sloan Summit Production Manager is to create a conference that supports, encourages, and inspires creative work depicting science and technology in realistic and engaging ways.

Duties:

- Oversee the production budget and track expenditures.
- Secure production equipment and supplies, including vehicles, two-way radios, furniture rentals, and expendables. Manage recycling/waste services and inventory.
- Manage the setup, operation, and teardown of the Summit at all venues.
- Create and manage timesheets for production staff.
- Coordinate and supervise all on-site deliveries.
- Process start paperwork for contract staff and secure production insurance.
- Recruit, interview, hire, and manage key production team including Materials Coordinator and production assistants.
- Collaborate with marketing team to oversee the development of print and digital deliverables for the Summit.
- Maintain and update contact sheets, timelines, inventory procedures, and spreadsheets.
- Oversee operational elements of schedule and program activities.
- Collaborate with Technical Director to coordinate the transport and receipt of equipment purchased and/or rented for event.
- Manage petty cash and cash flow, including monthly budget meetings with leadership.
- Submit detailed wrap and final reports prior to the last day of service.
- Troubleshoot personnel issues in collaboration with FIND and Sloan staff.
- Perform additional duties as assigned.

Qualifications/Requirements:

- Proven experience managing large-scale events or conferences.
- Strong organizational and communication skills.
- Proficiency in Microsoft Word and Excel.
- Experience supervising a team of three or more.
- Flexibility to work long hours, including evenings and weekends, during peak production times.
- Ability to work calmly under pressure
- Ability to lift up to 50 lbs.
- Experience with arts/science programs is highly desirable.
- Ability to work independently and as part of a collaborative team and under pressure with all personalities at various levels.

This position requires a dedicated, detail-oriented team player with the ability to work under minimal supervision while fostering a creative and professional environment.

Interested candidates are invited to submit their resume and cover letter outlining their relevant experience and qualifications to jobs@filmIndependent.org. Please include "Sloan Summit Production 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 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.

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.