

FILM iNDEPENDENT

Sloan Summit Programs Manager

2025 Sloan Summit

Reports to: Programming and Events Producer

Hire Term: February 3, 2025 – May 12, 2025 (14 weeks)

Pay Rate: \$18,000

Sloan Summit Programs Manager Job Description

The Sloan Summit Programs Manager will collaborate closely with Film Independent staff—including the Programming and Events Producer, Director of Marketing, and the Sloan Summit Production Manager—to coordinate programming, content, production, and marketing efforts for the 2025 Sloan Summit. Funded by the Alfred P. Sloan Foundation, this Los Angeles-based event in May 2025 promotes the integration of science, technology, and mathematics themes into film, fostering meaningful connections between filmmakers, scientists, and industry professionals.

The primary objective of this role is to program a dynamic, inspiring event that highlights science in cinema, aligning with the Sloan Foundation's mission to portray science and technology accurately and compellingly in film.

Key Responsibilities

1. Program Development:

- Curate and evaluate film projects (features, shorts, and documentaries) with strong science-based narratives for inclusion in the summit.
- Develop an overall diverse, intersectional, and thoughtful program that promotes a cutting-edge series of conversations and presentations on the ties between cinema and science, particularly as they relate to the work of current and past Sloan fellows

2. Speaker Recruitment:

- Identify and secure participation from leading scientists, filmmakers, industry professionals, and thought leaders to serve as panelists, speakers, and presenters.

3. Agenda Planning:

- Design a comprehensive summit schedule, including panels, workshops, networking sessions, pitch events, and screenings, ensuring diverse and engaging content.
- Hire and oversee the programs coordinator who will assist with duties related to pre-production and event coordination for panelists and filmmakers

4. Marketing & Outreach:

- Collaborate with the marketing team to develop promotional materials and strategies.

- Conduct targeted outreach to filmmakers, industry stakeholders, media outlets, and potential attendees.
- Distribute marketing materials to various departments for use across websites, print materials, and on-screen assets.
- Assist in the development of the Sloan Film Summit PSA to ensure it aligns with event themes and messaging.

5. Cross-Departmental Collaboration:

- Partner with internal teams (development, artist development) to ensure the summit aligns with Film Independent's programming goals and operational standards.

6. Travel and Hospitality Coordination:

- Oversee the Travel and Hospitality Coordinator to manage travel arrangements, accommodations, and schedules for over 100 guests, including speakers, panelists, and filmmakers.

Ideal Candidate Qualities

- **Film Industry Expertise:** In-depth knowledge of production, distribution, and current trends in cinema.
- **Scientific Literacy:** Familiarity with scientific principles and concepts to evaluate science-driven projects effectively.
- **Networking Skills:** Strong connections within the film and science communities; ability to build and maintain professional relationships.
- **Event Planning / Film Festival Experience:** Proven ability to execute large-scale events with multiple elements and stakeholders.
- **Strong Communication Skills:** Exceptional written and verbal communication to engage diverse audiences and stakeholders.
- **Ability to work independently and as part of a collaborative team and under pressure with all personalities at various levels.**

This position is ideal for a motivated and detail-oriented individual passionate about bridging the gap between science and storytelling while producing a high-profile industry event.

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