



NEWFILMMAKERS LA

Assistant Position

Reports to: NewFilmmakers Los Angeles (NFMLA) Executive Director

Start date: 12/16/19

Salary: \$33,280 annually to start (*performance evaluations quarterly*)

Work week: 40 hours

Benefits: 8 paid vacation and 8 paid sick days annually | health insurance

Assistant - NFMLA

The Assistant is responsible for supporting the Executive Director and organizations year-round programs. This role is an administrative, office based position. The Organizational Assistant will also have responsibilities in the areas of management and organization of the office, incoming calls, outreach, scheduling, tracking and filing data, follow-up and general administrative.

Ideal candidate

The ideal candidate is an emerging, organized and motivated professional who is seeking an executive, long-term career within a film festival, film and/or arts and cultural organization. A passionate individual who is focused on the arts and seeks to expand an organization while simultaneously growing with it. Communication, outreach, organization and the abilities to listen, be a team player and take direction are key.

Duties:

- Handle incoming office calls
 - Handle incoming emails
 - Manage, track and follow up on outreach efforts for Executive Director
 - Support Festival Membership engagement efforts
 - Identify, follow up and schedule meetings with potential funders for Executive Director
 - Build and maintain internal and external calendars, schedules and databases
 - Track status of on-going projects for Executive Director, Programming Dept. and Membership Dept.
 - Craft outreach letters and/or literature
 - Serve as a representative or management at events, as needed
 - Supervise and train volunteers or contractors, as needed
 - Work closely the Executive Director to ensure annual budget goals are being met
 - Work closely with the Executive Director to manage and track sponsor relations and benefits
 - Attend Staff and Board meetings regularly and provide status reports
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Requirements:

- 2+ years of professional experience
- Bachelor's degree (minimum)
- Experience working with executives, funders and clients
- Established track record of outstanding organization, scheduling and communication skills
- Strong drive and ability to represent the organization at an executive level
- Excellent written communication skills
- Must be willing to work non-traditional office hours if necessary (may include nights/ overnight/weekends from time to time)
- Must be comfortable working from a desk for 40 hours a week in a small office

- Passion for the arts and willingness to commit long term (2+ years minimum preferred)

Skills:

- Organization
- Administration
- Expert on both Mac and PC
- Intermediate on Photoshop and/or InDesign
- Understanding of cinema, with a focus on independent film
- Extreme attention to details and deadlines
- Self-starter
- Excellent communication, time management and relationship building skills

Candidates should submit cover letter, resume, salary history and requirements to: Larry@NFMLA.org

Applications are due by Friday, November 29th, 2019 @ 5pm PT