

**Sundance Institute  
Job Opening**

**SUNDANCE  
INSTITUTE**

Title: Coordinator, Feature Film Program - Creative Producing Fellowship & Summit
Office Location: Beverly Hills, CA Office
Position Reports to: Producer in Residence, Feature Film Program
Department: Feature Film Program
Dates worked (if less than 12 months): December through August, annually

**Considerations:**

This position is required to attend the annual Sundance Film Festival in Park City, UT as well as the Producing Labs and Summit which are held at Sundance Resort, UT.

**Position Summary:**

To provide support to the Creative Producing Fellowship and Creative Producing Summit.

**Duties and Responsibilities:**

**CREATIVE PRODUCING FELLOWSHIP - LAB**

- Research regional filmmaker organizations and institutions, with particular emphasis on diversity
- Conduct ongoing outreach to Sundance alum, advisor and industry network, film festivals and schools, etc. to identify potential candidates
- Cultivate network of recommenders, spread the word about the program
- Work with Marketing to design and create text for postcard with program details
- Work with IT to create online application – what it entails, design, tech requirements etc
- Coordinate the application and tracking, and selection processes
- Liaise with program fellows for follow up with mentors, strategic planning, creative issues etc.
- Screen application materials and 2nd Round materials as available; participate in selection process at all stages as available
- Generate list of ideas for advisors for the Lab, as well as year-round mentor possibilities
- Coordinate invitation and confirmation process for advisors
- Work with Summer Labs manager to confirm travel, housing, and miscellaneous needs for the Lab attendees
- Schedule individual meetings with fellows to go over pre-Lab timeline/homework
- Collect all pre-Lab materials (bios, contact info, logline, new drafts, etc.) from all participants.
- Distribute all pre-Lab materials to participants (i.e. new drafts, strategy plan, directing samples)
- Confirm and prepare additional materials for Lab (e.g. Attorney Advisor book, film prints/DVDs)
- Create and finalize Lab book and send to print
- Process check requests for fellow grants, advisor honorariums, and mentor honorariums.
- Point person for producing fellows – arrange and track mentors, provide ongoing access to appropriate staff and advisors, and provide other help as needed
- Oversee preparedness of all venues at Lab (e.g. Advisor meeting space, group sessions, screening room)
- Update and build the database in the producer, financing, and DIY distribution categories

**CREATIVE PRODUCING SUMMIT**

- Create and update panelist and fellow invite/confirmation lists
- Create individualized schedules for panelists and fellows
- Draft and oversee all Lab Book materials; send to print
- Oversee all travel and lodging with Ops for fellows, panelists, and FFP Staff

- Oversee preparedness of all venues on site
- Schedule all Ops and Programming meetings.
- Create, update, and provide all schedule grids for Proctors and Ops.
- Coordinate all necessary materials for Summit (e.g. print/DVD for screenings, schedules, tent cards)

#### CREATIVE PRODUCING FELLOWSHIP - FESTIVAL

- Coordinate all travel and lodging for Fellows' attendance
- Prepare and help facilitate ticket allotment (films and panels) selection for Fellows
- Prepare any handout literature for CP Program outreach at Festival
- Coordinate and confirm individual meeting times for SIM meetings
- Coordinate with Festival Program on SIM meeting venues
- Update Producers Lunch invite list, handle invitation and RSVP process
- Prepare individualized schedules for Fellows

Other duties as assigned

#### **Position Requirements:**

Employee has legal authorization to work in the United States

#### **EDUCATION AND EXPERIENCE**

- Bachelor's Degree in Film or related
- Minimum of two years work experience in the film industry with some knowledge of independent film producing
- Experience with feature film production preferred

#### **KNOWLEDGE, SKILLS, AND ABILITIES**

- Knowledge in project management and team work required
- Strong interest and knowledge in independent film producing required
- Knowledge of contacts with regional and diversity-based filmmaking organizations and institutions strongly preferred
- Position requires strong initiative in instituting systems for tracking applicants, maintaining resource database, facilitating nationwide outreach effort, and maintaining smooth event operations
- Knowledge of FileMaker Pro required
- Strong organizational, administrative, and database skills required
- Excellent interpersonal and communications skills
- Valid driver's license and successful completion of DMV background check required

#### **How to Apply:**

Interested and qualified applicants please send cover letter and resume to <mailto:HR@sundance.org>.