



JOB POSTING

Operations & Events Coordinator

The International Cinematographers Guild, Local 600 IATSE is the largest camera and publicist union in the world with over 9,000 members in all 50 states and Puerto Rico. We are a National Local of IATSE (the International Alliance of Theatrical and Stage Employees). Applications are now being accepted for the non-exempt position of Operations & Events Coordinator. This is an in-person position, based out of our National Office, located in Los Angeles, California.

SALARY:

Starting rate of pay is \$29.44 per hour. Pay will be commensurate with experience.

POSITION SUMMARY:

Under the direction of the Events Manager and Operations Lead, the Operations & Events Coordinator will provide administrative support for Local 600 operations and events, such as the Emerging Cinematographer Awards (ECA), National Executive Board (NEB) meetings, screenings, holiday parties, Los Angeles Family Picnics, and NAB conventions.

ADMINISTRATIVE SUPPORT FOR EVENTS (50%):

- Provide administrative support for events under the direction of the Events Manager, including:
 - Coordinating travel and hotel arrangements.
 - Managing and updating invitations and attendance lists, as well as managing RSVP for events.
 - Preparing and distributing event materials, including photos, documents, name badges, and event signage.
- Assist with event notices and communications, working closely with the communications team. Address and respond to event-related inquiries:
 - Order event supplies, including food and beverages.
 - Assist with event set-up and breakdown.
 - Verify member status to ensure eligibility for event attendance.
- Coordinate and facilitate the approval process for contract signatures.
- Facilitate website content updates for ecawards.net.
- Assist with contract approvals and event-related questions for the Publicist Awards.
- Track and organize film entry submissions for Emerging Cinematographer Awards.
- Input attendance data in eMembership for assigned events.
- Monitor deliverables and receivables from Emerging Cinematographer Awards Honorees, Sponsors, and vendor invoices.
- Assist in creating event and artwork timeline schedules to be used by other departments as a consistent reference.



- Assists with the facilitation of National Executive Board changes and helps maintain NEB committee lists.
- Collect and track flight credits for members and staff related to event travel.
- Run occasional errands related to meetings and events.
- Serve as back-up for obtaining Certificates of Insurance for events.
- Attend meetings and take detailed notes.
- Provide on-site event coverage as needed, including occasional weekend work.

OPERATIONS (50%):

- Locate and vet vendors when needed for operations and facilities projects.
- Maintain vendor information tracking sheet.
- Coordinate with vendors and operations staff to schedule service visits.
- Collaborate with Operations staff to organize content of storage both onsite and offsite.
- Create and maintain desk manuals for department tasks and responsibilities.
- Handle distribution of member anniversary pins, Memoriam Tree Planting certificates, and member 50-year scrolls.
- Monitor Security Cameras, manage Building Access Controls.
- Coordinate the ICG Scholarship Program, spanning from October to July.
 - Coordinate with Scholarship committee to manage application and selection process.
 - Monitor and respond to all inquiries in the Scholarship email inbox.
 - Create and maintain digital file storage for all Scholarship materials in addition to physical materials.
 - Create, submit, and distribute check requests related to the winners of the Scholarship program, in coordination with the winning applicants and their institutions of attendance.
 - Track and verify any winning applicant deferrals for delayed payout and distribution.
- Perform other duties as assigned or directed.

MINIMUM REQUIREMENTS:

- 2+ years of event and/or administrative experience.
- Proficient in MS Office 365 Suite and Adobe Acrobat.
- Strong written and verbal communication skills.
- Highly organized and detail oriented.
- Type 40+ wpm.
- Ability to work autonomously and part of a team.
- Flexibility to work evenings and weekends.



PREFERRED TRAINING AND EXPERIENCE:

- Previous event experience is a plus.
- Previous union experience is a plus.
- Basic knowledge of various business platforms, including experience with: MailChimp, JotForm, Box, Zoom, DocuSign, and event registration platforms.

LICENSE AND PHYSICAL CLASS:

- A valid Driver's License, automobile, and current auto insurance are required. Ability to lift-up to 40 lbs.

CLASSIFICATION:

Employment is subject to the terms and conditions as set forth in the OPEIU Local 174-IATSE Local 600 CBA. This position falls under the administrative job classification.

Excellent starting salary, commensurate with experience, and an excellent benefits package. Please mail or email a current resume and cover letter detailing your relevant skills and experience, including three work references with contact phone information to:

International Cinematographers Guild, Local 600 IATSE
7755 Sunset Blvd, Los Angeles, CA 90046
Email: careers@icg600.com
Subject: *Operations & Events Coordinator*