

New Orleans Film Society

2026 NOFF Production Assistant

(Temporary / Independent Contractor)

MISSION

The New Orleans Film Society (NOFS) is a nonprofit organization dedicated to promoting, nurturing, and amplifying the diverse voices of filmmakers. We aim to facilitate conversations through film and film-related programming that inspire, educate, challenge, and entertain our audiences.

VALUES STATEMENT

- Start with the art and allow artistic vision, equity, and social impact to guide our search for resources.
- Champion filmmakers who have been historically denied access to resources and opportunities within the industry—including Southern artists, women, people of color, LGBTQIA+ people, and people with disabilities.
- Seek deep audience engagement.
- Build a working environment that is fair and fulfilling.
- Exhibit dedication and passion and believe that inspired and impactful programs arise from collaboration and mutual respect.

POSITION OVERVIEW:

The New Orleans Film Society is seeking a crew of Production Assistants to deliver, build, and restore production equipment in order to create visually-captivating Film Festival events across the city of New Orleans (like film screenings, panels, industry events, receptions, and lounges). Ideal candidates have the ability to complete labor-intensive tasks as assigned and experience (or interest) in live events, film sets, or backstage environments. Some Production Assistants may be assigned to drive Festival vehicles. Production Assistants report directly to the Production Managers but actively collaborate with all Festival departments.

TIMELINE FOR THE POSITION

- **October 15-20, 2025:** some availability required for training and onboarding
- **October 20-30, 2025:** open (full-time) availability required during build, strike, and Festival days

COMPENSATION

This is a contract position, with a total compensation amount no less than **\$1,285.00** to be paid in installments over the duration of the contract period.

This is a temporary independent contractor position and does not offer benefits. The earnings are subject to Self-Employment Tax and no deductions will be made from your checks. This job is not eligible for any cost reimbursements related to the contracted work. You will be issued an IRS Form 1099.

PRINCIPAL DUTIES

- **Pre-production tasks, including:**
 - Preparing equipment and supply storage (1215 Prytania Street)
 - Organizing equipment and supplies for dispatch
 - Delivering, loading in, building, breaking down, and loading out equipment and supplies at screening and event venues
 - Attending meetings and training as assigned
- **Festival execution, including:**
 - Dispatching production needs from NOFF office (1215 Prytania Street)
 - Executing the packing, delivery, moving, and return of equipment and supplies, including tech gear, marketing collateral, signage, consumables
 - Assisting Venue Managers, Technicians, and Events staff as assigned
 - Providing regular updates to Production Coordinator via digital tools
- **Post-production restoration, including:**
 - Returning equipment and supplies to storage and organizing as assigned
 - Preparing rental equipment for timely return
 - Transitioning storage to year-round set-up
- **Staff collaboration, including:**
 - Utilizing NOFS tools and applications, like AirTable and Slack, for effective staff communication
 - Collaborating seamlessly with volunteers and other NOFF staff
 - Cooperating with Tech staff to ensure equipment is safe and functional
 - Working closely with the Production Managers to facilitate a seamless Festival experience, including providing feedback for future events

SKILLS, EXPERIENCE + QUALIFICATIONS

- Alignment to the organization's stated mission and values
- Excellent and consistent communication skills, both in person and on digital platforms
- Strong organizational abilities
- Interest in gaining live event, film set, or backstage experience
- Availability to work nights, weekends, and long days during scheduled Festival events
- Ability to work collaboratively in person and digitally, disseminating information frequently (verbally and in writing)
- Ability to stand and move for prolonged periods; load, lift, and carry items up to 40 pounds (accommodations available)
- Reliable transportation to and from office and Festival venues

LOCATION

This position works in-person and dispatches from the NOFF office (1215 Prytania Street) to venues around New Orleans. Training may be both remote or in person. The candidate should live in the New Orleans metro area or be willing to travel as they need to be on the ground during NOFF and any other pre-festival in-person events/training/site visits.

HOW TO APPLY

Applications are accepted on a rolling basis until the position is filled.

To apply, please send an email to **jobs@neworleansfilmsociety.org** with your resume and cover letter attached. Please include the job title in the subject line of the email.

No phone calls or inquiries from recruiters will be accepted. Please do not email any staff member individually.

EQUAL OPPORTUNITY EMPLOYER

New Orleans Film Society fosters a creative and professional environment that reflects the diversity of New Orleans. We actively recruit a wide pool of applicants representing dimensions of difference that include — but are not limited to — age, national origin, ethnicity, race, religion, ability, sexual orientation, gender, or political affiliation.

ACCESSIBILITY ACCOMMODATION:

We encourage people with disabilities to consider applying for opportunities within the New Orleans Film Society. Our application process requires submitting written documentation for review, and a self-scheduling interview process with final candidates. If you require an alternative application or interviewing process, we will make reasonable accommodations to receive requests. Please e-mail us at info@neworleansfilmsociety.org or call us at 504 309 6633.