

PRODUCTION ASSISTANT, Getting Real 2026

About the International Documentary Association (IDA):

The International Documentary Association (IDA) is dedicated to building and serving the needs of a thriving documentary culture. Through its programs, the IDA provides resources, creates community, and defends the rights and freedoms of documentary artists, activists, and journalists. Founded in 1982, the IDA is a nonprofit 501(c)(3) organization whose mission is to ensure that nonfiction filmmakers have access to the services and legal protections they need to successfully practice their art. Journalists, students, educators, and documentary film enthusiasts also rely on the IDA's programs and services to enhance their understanding of the art form and the subjects that are illuminated in the films.

GETTING REAL is IDA's biennial conference on documentary media. Taking place July 20–23, 2026 in Los Angeles, California, and virtually, the event brings together 800 documentary makers and industry participants for a hybrid 3.5 days of presentations, panels, workshops, screenings and networking events.

POSITION TYPE: Non-exempt

POSITION EMPLOYMENT STATUS: Independent Contractor

- Part time: July 16-17, 2026
- Full time: July 18 - July 24, 2026
- Part time: July 25, 2026
- Total hours: Approximately 68-70
- Reports to: Conference Producers
- Pay Rate: Flat Rate Fee of \$1,400
- Available Positions: 3

JOB SUMMARY:

The Production Assistant is an integral part of the event execution team. Production Assistants will help with a myriad of tasks leading up to and throughout Getting Real '26. They will assist with the sorting, organizing, and transporting of all conference materials from the LA IDA office to Downtown LA Little Tokyo. They will work closely with the Venue Managers to ensure each of the three venues have what they need for each day's program.

KEY RESPONSIBILITIES:

- Support Conference Producers with the execution of GR 2026 regarding onsite production and logistic needs.
- Attend 1-2 pre-conference staff/production meetings as needed.
- Review the program day by day and become familiar with production support needs.
- Work closely with contracted employees to sort, inventory, and deliver event signage, materials and sponsor products.
- Support the sponsorship team to ensure any donated sponsor product is dispersed as needed between all three venues and event spaces within.
- Help maintain the level of supplies in the Membership Lounge as needed.
- Ensure event spaces are well kept, clean, and orderly. Flag to the team any areas that need attention and assist with their care.
- Transport signage from venue to venue based on programming.
- Help load out the event spaces at the end of the conference.
- Perform other duties and responsibilities as assigned.

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time, with or without notice.

QUALIFICATIONS & COMPETENCIES:

- Ability to lift and move heavy objects.

- Previous experience supporting production needs at festivals and/or conferences.
- Excellent communication skills.
- Detail-oriented, reliable, motivated and able to employ critical thinking, good judgment, and to multi-task in a fast-paced environment.
- Ability to take initiative when needed and prioritize tasks.
- Demonstrated ability to work both independently and as a collaborative team player.
- Availability to work occasional overtime and participate in evening and weekend work events.

How to apply: Submit your resume to camellia@cmeventsco.com and meg@cmeventsco.com

Union Membership

This position is an independent contractor with a service tenure of less than six months. While IDA workers are represented by Documentary Workers United/CWA Local 9003, this position remains out of the union as it is a temporary position.