

VENUE MANAGER, 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 14-19, 2026
 - (primarily meetings to get up to speed)
- Full time: July 20 - July 24, 2026
- Part time: July 25, 2026
- Total hours: Approximately 70-75
- Reports to: Conference Producers
- Pay Rate: Flat Rate Fee of \$2,500
- Available Positions: 3

JOB SUMMARY:

The Venue Manager is an integral part of the event execution team. Venue Managers will be responsible for ensuring each venue is running smoothly, keeping on schedule, and meeting occupancy levels. They will manage a space programmed with 3.5 days of content. They will work directly with tech teams, production teams, volunteers, and catering teams to ensure all elements are prepared for guest experiences.

KEY RESPONSIBILITIES:

- Support Conference Producers with the execution of GR 2026 regarding onsite production and logistic needs of an assigned venue.
- Attend 1-2 pre-conference staff/production meetings as needed.
- Review the program day by day and become familiar with all programming, production and logistics needs.
- Work closely with contracted employees to sort, inventory, and implement all event signage, products, and materials at designated venue.
- Align with the onsite tech team on daily programming needs and areas of support from volunteers and venue staff.
- Lead a team of venue-assigned volunteers to update signage, manage occupancy numbers, escort and direct guests as needed.
- Raise any ticketing and pass needs to the Box Office Manager in a timely and professional manner.
- Support the sponsorship team to ensure any donated sponsor product is dispersed as needed throughout the venue and appropriately labeled.
- Communicate green room needs promptly and accurately for additional product delivery from the production team.
- Ensure event spaces are well kept, clean, and orderly. Flag to the team any areas that need attention and assist with their care.
- Help load out the event spaces at the end of the conference. Take detailed inventory of remaining supplies.

- Perform other duties and responsibilities as assigned.
- Provide a detailed final report and archived files following the conference.

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:

- Previous experience managing venues and/or hosting large events or conferences.
- Excellent organizational, oral and written communication skills.
- Detail-oriented, reliable, motivated and able to employ critical thinking, good judgment, and to multi-task in a fast-paced environment.
- Exceptional customer service skills and experience dealing with multiple clients at the same time.
- Demonstrated diplomacy, professional and helpful demeanor and tact engaging with executives, talent, and media, with the ability to resolve issues effectively.
- Pleasant demeanor and ability to maintain integrity under pressure (when dealing with rush lines, sold out situations, VIP's and speakers).
- 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.