

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Manager, Production Services – First Year
DEPARTMENT: Production Services, AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Manager, Production Services – First Year is responsible for managing and advising first year AFI Conservatory Fellows in regard to their first year (Cycle) productions. In addition to assisting Fellows on production-related concerns, the manager acts as a sounding board to the needs of the Fellows in terms of production improvements, proposed policy changes and future goals and challenges.

PRINCIPAL DUTIES:

- Manage the production for Cycle Projects and 1st Year Visual Essays.
- Administer and track production funds for Cycle projects; Cycle budget wire transfers; Vendor payments; Outside stage stipend requests; Provide regular cost reports to administration tracking use of outside stage funds.
- Oversee the preproduction process for Cycle Projects to insure AFI Policies are followed.

Logistics of Cycle Production

- Run/Facilitate Production meetings for Fellow projects on a recurring basis
- Support First-Year Fellows throughout the production process prior to their shoot, to identify potential problems and suggest solutions.
- Support Fellows with revising schedules and budgets; assist Fellows in finding outside crew; offer support during production teaming; assist with the necessary production paperwork required for shooting.
- Maintain the Outside Crew Database and help Fellows with crewing issues.
- Audit budgets and receipts upon completion of Cycle projects to better prepare them for Cycles, as well as their second year.
- Assist with Insurance Claims when necessary and communicate with insurance brokers to assist films with requests to use animals, vehicles, and/or satisfy special property requirements.
- Assist Fellows with the current Child Labor Laws and Studio Teacher rules and regulations.
- Serve as a liaison between projects and location owners/vendors to maintain good community relations.
- Interact with SAG/AFTRA Conservatory office regarding casting on Cycle Projects

Support of Conservatory Policies

- Supervise production paperwork for both Cycle Projects and 1st Year Visual Essays
- Run/Facilitate Meetings with Cycle Groups to ensure compliance with AFI Production and Safety Policies.
- Collaborate to organize, publish and distribute the First-Year Production calendar and teaming and crewing grids.
- Coordinate the rewriting of the First-Year Production Manual and Safety Handbook and other handbooks/documents as necessary.
- Collaborate to revise First-Year Production Forms and upload to the AFI intranet.
- On-call 24/7 for production support, questions or emergencies.

Boot Camp

- Participate in Boot Camp Orientation
- Manage preparation of Orientation Presentations and Handouts and Boot Camp Schedule in conjunction with other departments in the Conservatory.
- Collaborate to coordinate and support staff and faculty participation.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum three years' production and management experience.
- Strong leadership, time management and multi-tasking skills coupled with the ability to manage and mentor fellows.
- Exceptionally detailed-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Ability to work well under pressure and tight deadlines.
- Strong team player that is comfortable collaborating and offering constructive feedback.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Proficiency with MS Office software programs including MS Word, Excel, and various calendar software in a Mac environment.

- Working knowledge of EP programs; Movie Magic Scheduling and Movie Magic Budgeting.
- Ability to establish and maintain rapport with faculty, Fellows and staff in the academic and professional environment.
- Ability to problem-solve productions issues with constituents.
- Capacity to thrive in exciting, ambitious, future oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Personal integrity and the ability to inspire confidence and trust.