

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Production Head, AFI Conservatory
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Production Head, AFI Conservatory is responsible for overseeing and supervising all aspects of AFI Conservatory film productions and class assignments to ensure that projects are completed in alignment with the mission of the Institute and in compliance with AFI policies and program requirements.

PRINCIPAL DUTIES:

- Manage the Production department and its activities related to the administrative support of all Conservatory productions— including first year and second year, the Directing Workshop for Women, class assignments and other Conservatory productions.
- Oversee all aspects of Fellow film production—from scheduling, to shooting and through post-production.
- Oversee Production activities and structure to ensure compliance with all AFI and union/guild policies and procedures as well as all local, state and federal laws.
- Create and coordinate production schedules and expectations in consultation with key Conservatory staff and faculty.
- Oversee accurate and complete documentation of Productions, as required by AFI policies and procedures.
- Collaborate with the Dean and/or designees to create a holistic film production structure for Fellows that aligns with institutional and program learning goals.
- Collaborate with the Dean, Vice Dean(s) and respective Discipline Head(s) on recommendations for classes or coursework that supports the training of Fellows in processes, procedures or logistics specific to their production work.
- Advise on the creation, revision and/or maintenance of policies and procedures that control and guide AFI Conservatory production.
- Manage the primary administrative and production support systems as well as Production related policies and procedures.
- Coordinate and provide professional development training in entertainment, regulatory and related areas to ensure that staff are in compliance with current methods, rules, processes, and laws.
- Serve as liaison with SAG/AFTRA and DGA on day-to-day production related issues.
- Oversee financial reports and related materials in the area of Production.

- Supervise all Production staff.
- Oversee and ensure appropriate communication through management channels regarding concerns and other matters involving Fellows and their production activities.
- Prepare and oversee key Production Services orientation and information presentations, materials and related activities for Fellows, faculty and staff.
- Oversee accurate and complete documentation of Conservatory productions, as required by AFI policies and procedures.
- In consultation with key Conservatory staff and faculty, oversee and prepare general production schedules.
- Oversee the management of the AFI stage and manage the outside stage fund provided by AFI to augment the availability of a stage for production use.
- Oversee the management and staff of Sony Digital Arts Center (SDAC).
- Oversee the management and staff of the Conservatory Camera Department (CCD).
- Oversee all purchasing for SDAC, CCD and the Production Department.
- Participate in committee and other meetings relating to AFI Conservatory Production and provide advice and counsel on production-related matters to key Conservatory committees and groups.
- Perform other duties and responsibilities as assigned.

SKILLS/REQUIREMENTS:

- Minimum five years experience as a Production Manager in feature film and/or television production, with some studio production experience preferred.
- Working knowledge of SAG and DGA agreements and contracts.
- Working knowledge of entertainment industry union agreements, policies and practices.
- Knowledge of entertainment industry practices regarding labor, insurance, payroll, Immigration, accounting, production business and legal affairs.
- Minimum five years direct supervisory/management experience.
- Ability to prioritize workflow.
- Strong leadership skills while also being an integral member of a high-functioning team.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures.
- Excellent computer skills including Word, Excel, Final Draft, Movie Magic Budgeting and Scheduling.
- Proven project management skills with the ability to take a project from conception through completion.
- Strong analytic and problem solving skills and the ability to effectively apply these to a diverse set of issues.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.