

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Coordinator, Thesis Production
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Coordinator, Thesis Production is responsible for coordinating day-to-day production activities, in addition to assisting the Thesis Production team and filmmakers with the preparation of their productions.

PRINCIPAL DUTIES:

- Coordinate production activities for AFI Thesis Productions.
- Verify accuracy and completion of employment information, including driver qualification documentation, work permits and safety passports.
- In collaboration with the AFI Production team, assist in updating and maintaining the Thesis Production schedule and calendar.
- Act as the Liaison between filmmakers and Human Resources to facilitate accurate reporting of Worker Compensation claims.
- Facilitate preparation for, and documentation of, productions.
- Create certificates of insurance for productions and assist with claims as needed.
- Support Thesis office in communication with SAG-AFTRA and the DGA.
- Review call sheets, SAG-AFTRA Exhibit Gs and production reports on a daily basis to ensure accuracy and provide feedback to the filmmakers
- Assist the Manager, Production and Distribution Finance with Budget Locks as needed.
- Collaborate with Thesis office to generate statistical analysis of production, including average set-ups and first shot times and production staff and faculty work hours, etc.
- Support the Green Initiative and sustainable production efforts in coordination with the Thesis office.
- Support Thesis Production with coordinating meetings and scheduling as needed.
- Support Thesis office with film distribution related work as needed.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.

- Minimum three years motion picture and/or television production experience.
- Minimum two years administrative experience, including use of deal memos.
- Minimum two years experience working in a production office and working on set as a production liaison.
- Thorough knowledge of all aspects of set and production office procedures, including working knowledge of SAG-AFTRA, DGA and other Union agreements.
- Familiarity with a wider variety of production forms.
- Knowledge of rules and regulations pertaining to the employment of minors.
- Experience overseeing general set and office safety protocols.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with the appropriate follow-up and reporting activities.
- 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.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Excellent Internet and computer skills with strong knowledge in the Google Suite, Microsoft Outlook, Microsoft Word and Excel, FileMaker Pro and other production office software and databases.
- Possess a positive and professional attitude with internal and external stakeholders.
- Ability to work calmly under pressure and tight deadlines.
- Personal integrity with the ability to inspire confidence and trust.

SUPERVISION:

The Coordinator, Thesis Production performs all duties and responsibilities under the supervision of the Production Supervisor, Thesis Production.