

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION:	Supervisor, Conservatory Camera Department
DEPARTMENT:	Production Equipment Services
LOCATION:	Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Supervisor, Conservatory Camera Department is responsible for managing the daily operations and staff of the Conservatory Camera Department (CCD), a sub department of Production Equipment Services, which provides equipment for Cinematography classes, Conservatory and AFI productions.

PRINCIPAL DUTIES:

- Supervise, train and schedule the CCD staff's daily workflow and activities.
- Supervise the maintenance of the CCD equipment and facility, performing minor repairs as needed.
- Manage the equipment checkout and Quality Control (QC) process.
- Manage the camera and sound material resources and computerized inventory; report any Loss & Damage (L&D).
- Schedule and manage camera tests, and instruct and advise the Fellows in the proper use of camera and sound equipment.
- Manage and track the camera and sound equipment physical and computerized inventory.
- Manage all production and class camera request lists in the Flex inventory system.
- Manage, schedule and approve the allotment of camera and sound equipment for Cycle, Thesis, Visual Essays and DWW, as well as any other AFI productions.
- Coordinate class equipment needs with Cinematography faculty.
- Determine CCD sub-rental equipment and expendables needs for classes and productions, and order from vendors.
- Consult with and advise Cinematography Fellows regarding their production camera equipment requests.
- Instruct, mentor and advise Fellows on proper use of camera equipment, including during camera tests.
- Supervise the equipment checkout, check-in and QC process for camera and sound equipment.
- Supervise the Fellows inspection of equipment packages.

- Supervise the “on call” process during weekends and evenings to respond to production teams regarding equipment issues.
- Inspect returned equipment for functionality and/or damage.
- Record and report CCD L&D to Conservatory Lighting Services (CLS) Manager and Administrative Assistant.
- Design and manage all equipment checkout forms, and post online.
- Maintain communication with vendors regarding equipment needs, rentals and purchases.
- Project equipment needs for CCD and recommend appropriate purchases and rentals to the Director, Production Equipment Services.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor’s Degree required.
- Minimum five years of Experience in cinematography and film production.
- Minimum two years supervisory experience.
- Extensive knowledge of camera equipment, parts and usage.
- Working knowledge of sound equipment.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with 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, including the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong computer skills with strong knowledge in Microsoft Office, DaVinci Resolve and Adobe Acrobat Professional.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.
- Working knowledge of computer inventory systems preferred.
- Valid Driver’s License.

SUPERVISION:

The Supervisor, Conservatory Camera Department performs all duties and responsibilities under the guidance and supervision of the Director, Production Equipment Services.
