

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Executive Assistant
DEPARTMENT: Office of the Dean, AFI Conservatory and EVP, AFI
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Executive Assistant, Office of the Dean, AFI Conservatory and EVP, AFI is responsible for all administrative matters pertaining to the office, with sensitivity to the issues of accuracy and confidentiality. In addition, the Coordinator acts as a central liaison across all AFI departments to facilitate the exchange of key information and is responsible for ensuring the office functions effectively and efficiently.

PRINCIPAL DUTIES:

- Provide all core administrative functions to the Office of the Dean, AFI Conservatory and EVP AFI, which includes answering phones, scheduling meetings, drafting correspondence, reviewing materials for accuracy, ordering supplies, managing subscriptions, preparing purchase orders, and overseeing department files as needed.
- Manage the Dean's travel schedule, as directed; this includes the preparation of Travel Request and Authorization forms prior to any trip, and Expense Reimbursement forms after.
- Reconcile the Dean's Corporate American Express statement on a monthly basis.
- Coordinate the flow of communications, materials and necessary information regarding policy discussions emanating from the office across all AFI Departments.
- Establish and communicate policies for efficient workflow through the office to other AFI Conservatory and Institute departments.
- Liaise with the IT team to update and maintain the Dean's computer, troubleshoot email and/or phone issues.
- Greet all visitors to the office in an informed, positive, customer-service related attitude.
- Liaise with internal and external parties interested in meeting with the Dean to determine appropriate person to field the request (Dean, Vice Dean, Discipline Head, etc.) and then coordinate the meeting as needed.
- Assist and contribute in the coordination of all aspects of conferences, meetings and events, including recording minutes and post-event wrap reports.
- Update and disseminate the AFI Conservatory calendar, as appropriate.
- Organize meetings and communication with the Board of Trustees Conservatory Committee.
- Collaborate with the Marketing Communications team to review/prepare materials for the Dean's approval (e.g., creative materials, press releases, Save the Date emails, announcements, statements, etc.).
- Collaborate with and assist the Special Events team on Conservatory events.
- Assist the AFI Conservatory teams as needed to support special project activities.

- Provide basic project management functions for the office as needed including maintaining the conservatory calendar to coordinate all events, functions, showcases, commencement, guest artists, academic milestones and any other conservatory activity.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum three years experience as an Administrative or Executive Assistant performing a broad spectrum of core office functions for a senior level executive required; experience in a creative environment a plus.
- Excellent computer skills with strong knowledge in Microsoft Word, Excel, and PowerPoint, using the Apple Macintosh platform; experience using database software such as such as FileMaker Pro preferred.
- Exceptional interpersonal, oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Ability to anticipate needs before they occur, and to think critically, offering solutions to problems.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Exceptionally detail-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.
- Strong time management, organizational, and multi-tasking skills.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Ability to work calmly under pressure and handle challenging personalities with ease.
- Ability to manage contentious situations in a professional yet courteous manner.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION:

The Executive Assistant, Office of the Dean, AFI Conservatory and EVP, AFI performs all duties and responsibilities under the guidance and supervision of the Dean, AFI Conservatory and Executive Vice President, AFI.