

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Temporary Assistant, Distribution
DEPARTMENT: Distribution, AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Temporary Assistant, Distribution is responsible for scanning, data entry, filing, organizing and sorting distribution records for the AFI Conservatory.

PRINCIPAL DUTIES:

- Scanning, Data Entry, Organizing, Lifting and Sorting Records.
- Performing general office functions and administrative support.
- Other duties as assigned.

Requirements:

- Availability for 5 Days for 7.5 hours a day.
- Excellent oral and written communication skills.
- Strong Mac based computer skills including Word, Filemaker, Excel required.
- Strong inter-personal skills; general office and communication skills.
- Ability to deal courteously, effectively and in a timely manner with all levels of staff, filmmakers and outside parties.
- Must possess strong organizational skills, be qualified in task prioritizing and time management with great attention to detail.
- Internet savvy.
- A self-starter.

SUPERVISION:

The Temporary Assistant, Distribution performs all duties and responsibilities under the guidance and supervision of the Senior Manager, Production Finance and Distribution.