

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Academic Department Coordinator (TEMP)

**DEPARTMENT:** AFI Conservatory: Directing, Producing, Screenwriting,  
Production Design

**LOCATION:** Los Angeles Campus

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### PRINCIPAL RESPONSIBILITIES:

The Academic Department Coordinator will assist with establishing systems to manage the day-to-day operation of four academic departments and support cross-disciplinary processes for all six disciplines (including Cinematography and Editing). This includes, but is not limited to project management, resource planning, communications, scheduling, finances, and logistics.

The Academic Department Coordinator is also responsible for assisting in the set-up of the Fall 2021 semester, a larger entering class, by ensuring seamless operation of the departments, implementing process improvement, providing excellent services to academic discipline heads, fellows, and industry partners and is savvy at industry relations and the cultivation of those relationships.

### PRINCIPAL DUTIES:

- Serve as a point of contact for faculty members seeking advice on all matters not requiring the attention of the Discipline Head.
- Manage schedules, department meetings and communications, and events for three Discipline Heads.
- At the direction of the Discipline Heads, provide information to Conservatory personnel, prospective students, parents, and general public on matters relative to the Discipline.
- Assist Discipline Heads in managing faculty course assignments; track Faculty Assignments; establish a system to verify this information is updated in a timely way; assist in facilitating contract issuance, signed return, reappointments and terminations; maintain related departmental records.
- Provide recruitment and admissions process management for the disciplines; contributes to registration and welcoming of fellows at start of the academic year.
- Serve as discipline expert in the faculty contract agreement and the student handbook, to support Discipline Heads accordingly; contribute to updates to the handbook, including but not limited to providing Registrar timely updates on course offering information.
- Provide limited financial resources; establish systems to track/Track Departmental

Expenditures; assist Discipline Heads in preparation of departmental budgets, help monitor the budget, and prepare purchase orders, reimbursements, and check requests.

- Develop and manage academic department databases to track and support fellows and their needs, events, and industry contacts.
- Help develop improved policies and procedures for smooth departmental operations
- Develops professional relationships with external constituencies the department(s) may collaborate with at any given time in support of delivering the curriculum.
- Manage each department program's special events, trips, and meetings.
- Assist in the preparation of reports or special projects.
- Perform other duties and responsibilities as assigned.

#### **EXPERIENCE / SKILLS REQUIRED:**

- Bachelor's degree required.
- Minimum three years' experience in academic department support, in an arts environment.
- Strong organizational skills.
- Demonstrated competence with project management tools, including building databases, use of scheduling software, and advanced MS Office skills (Powerpoint, Word, Excel).
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- Strong analytic and problem-solving skills and the ability to effectively apply them to a diverse set of situations.
- 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.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities and the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management and multi-tasking skills.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Personal integrity and the ability to inspire credibility, confidence, and trust.