

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Post Production Manager - Temporary
DEPARTMENT: Physical Production
LOCATION: Los Angeles Campus
COVID-19 PROTOCOL: AFI requires full vaccination against COVID-19 for all employees, subject to limited, legally required exceptions. Proof of vaccination, or documentation supporting an exception to this policy, will be required prior to employment

PRINCIPAL RESPONSIBILITIES:

The Temporary Post Production Manager is responsible for providing support, resources and collaborative oversight in all aspects of the creative post-production pursuant to the AFIC Thesis Program and other production related programs of the AFI Conservatory.

PRINCIPAL DUTIES:

- Establish and provide post-production guidance and/or resources for AFIC Fellows and AFIC staff for all Thesis projects during the Term; contribute post-production expertise to all other production programs at the AFIC.
- Schedule and lead meetings with individual Thesis teams in advance of their project's production meetings to review materials, make recommendations specific to overall creative post-production needs, workflows and strategies to aid in the completion of their Thesis films.
- Run the post-production segment of all designated production and post-production meetings as scheduled by the Thesis Production department.
- Collaborate with the Manager, Thesis Post & Delivery to implement systems, processes and procedures that aide Fellows in successfully delivering their thesis films.
- Attend weekly Faculty/Staff Production meetings and relevant Mentor Meetings, as needed.
- Attend and participate in appropriate faculty and staff production or post-production intervention sessions as requested by AFIC Administration and/or Head of Production.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree and/or a minimum of 10 years experience in feature film, cable/broadcast or streaming services pursuant to Production and Post-Production.
- Minimum 5 years actual Post Producer/Supervisor experience.
- Excellent management, organizational, verbal and written communication skills. Possess a high degree of flexibility and an acute attention to detail
- Ability to deal courteously, collaboratively, and effectively with Fellows, AFI and AFIC administration, staff, faculty.

- Thorough practical and creative knowledge of Post-Production including scheduling, budgeting, workflows relevant to visual effects, color grading, sound, music, graphics, title design, final physical deliverables
- Working knowledge of physical production including scheduling, budgeting and production safety procedures in both union and non-union environments.
- Proficiency with MS Office software including MS Word, Excel and various calendar software applications in a Mac environment.
- Proficiency in scheduling, setting up, leading virtual meetings using MICROSOFT TEAMS and ZOOM.
- Working knowledge of EP programs: Movie Magic Budgeting and Scheduling
- 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.
- Excellent oral and written communications skills, including strong grammatical and proofreading abilities and the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Strong computer skills with knowledge in Microsoft Word, Excel and Google Calendar scheduling software.

SUPERVISION:

The Temporary Post-Production Manager performs all duties and responsibilities under the guidance and supervision of the Head of Production, AFI Conservatory.