

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Multimedia and Digital Systems
DEPARTMENT: AFI Silver Theatre and Cultural Center
LOCATION: Silver Spring, MD
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 RESPONSIBILITY:

The Manager, Multimedia and Digital Systems is responsible for designing and delivering print, motion graphics and video for in-house and client productions. In addition, the Manager is responsible for operating, maintaining and managing the AFI Silver Theatre's digital and multimedia technology to ensure client satisfaction.

PRINCIPAL DUTIES:

- Design various print and electronic graphics to support the AFI Silver Theatre and Cultural Center.
- Edit trailers, promotional, social and client materials on AFI's software and hardware.
- Create and set-up DCPs, and other video sources for playback via Digital Cinema Projectors. This includes downloading & encoding multi-format, multi-channel content for computers, D-Cinema servers/projectors, web and streaming.
- Operate Creston control systems, presentation and streaming software, audio video recording devices, display devices, digital signage.
- Build and schedule digital cinema shows in Theatre servers and automation systems.
- Prepare and operate video production equipment. This includes routers, playback and recording devices, microphones, audio mixing boards, frame synchronizers, video switchers, cameras, tripods, lighting equipment, graphics and edit equipment.
- Prepare, set-up, operate audio-visual presentation, streaming and conferencing. equipment for in-house and outside clients.
- Interface with clients and AFI staff to determine client/event needs and planning and implementation to ensure client satisfaction.
- Provide training to all AFI Silver and/or Contract staff to ensure proper operation of AFI hardware and software systems.
- Trouble shoot and assist staff and vendors with facility systems, equipment, hardware and software maintainance.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED

- Bachelor's degree required.
- Minimum three years related experience in Film Video Editing, Graphic Design and/or Web Design.
- Working knowledge of the following:
 - Both Windows and Mac OS.
 - Adobe CS (Photoshop, After Effects and Premiere) required.
 - DCP creation software.
 - Professional production, postproduction, exhibition hardware and software.
 - Professional audio equipment, studio/field lighting and production.
- Familiarity with digital cinema projection systems.
- Familiarity with Dolby & multi channel encoding, routing and decoding.
- Familiarity with video routing and Crestron control systems preferred.
- Ability to learn and understand cutting edge and legacy technology.
- Must possess sufficient manual dexterity, mechanical aptitude, eyesight, hearing and color perception to insure optimal multimedia presentations.
- Excellent management, organizational and interpersonal skills.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities.
- Proven ability to handle numerous details with appropriate follow up and reporting activities.
- Strong self-motivation and self-initiative; ability to take direction as well as work independently on multiple projects.
- Must demonstrate a friendly and cooperative attitude with vendors, fellow staff, sponsors and event guests.
- Demonstrated ability to work in a highly collaborative environment under tight deadlines.
- Ability to lift a minimum of 50 lbs. dead weight.
- Availability for early morning, evening, weekend and holiday shifts.

SUPERVISION:

The Manager, Multimedia and Digital Systems performs all duties and responsibilities under the guidance and supervision of the Manager, Technical Operations.