

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Senior Coordinator, Production Services – First Year
DEPARTMENT: Production Services, AFI Conservatory
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 Senior Coordinator of Production Services, First Year is responsible for supporting the needs of the first year Fellows in Cycle production, and the Production Services department and office.

PRINCIPAL DUTIES:

- Support the needs of the First Year Production Office.
- Support the preproduction process for all First-Year Cycle Projects to insure AFI policies are followed.

Logistics of Cycle Production

- Assist all 4-Week-out Production Meetings, One-Week-Out Meetings, and Wrap Meetings as necessary.
- Lead all 2-Week-out Meetings with the Cycle Film's Producer, Director & UPM.
- Assist in Cycle production set visits as necessary.
- Ensure all production paperwork has been submitted and is properly formatted by required due date, most notably the daily Call Sheets and Production Reports.
- Provide administrative support and calendar management for Production Services.
- Issue Certificates of Insurance for First Year projects as appropriate.
- Assist with Insurance Claims when necessary and coordinate assistance to films with requests to use animals, vehicles, and/or satisfy special property requirements.
- Assist Fellows with the current Child Labor Laws and Studio Teacher rules and regulations.
- Interact with SAG/AFTRA Conservatory office regarding casting on Cycle Projects, as necessary.
- Approve credits for Cycle films and submit approved credits directly to Editor.
- Maintain the Outside Crew Database and help Fellows with crewing issues.
- Maintain and revise the Production Resources website and Locations Database.
- Maintain up-to-date records of all required Cycle crewing days for each discipline.
- Conduct weekly anonymous surveys of every project's crew members.
- Participate in assigned production orientations during Boot Camp.
- Issue proof-of-attendance letters for Fellows and their appropriate collaborators.
- Create and maintain digital filing system for all 75 annual film projects.

Support of Conservatory Policies

- Coordinate updates to and rewrites of the First-Year Production Manual and Safety Handbook, under the supervision of the Senior Manager, Production Services.
- Maintain notes throughout the year with suggestions from all Conservatory departments for needed changes to the various handbooks.
- Revise all First-Year Production Forms and upload to the AFI intranet.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Working knowledge of industry standard for Call Sheets and Production Reports.
- Knowledge of the basic process and terminology of motion pictures production and familiarity with production paperwork is desired.
- 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.
- Excellent verbal and written communication skills with the ability to convey complex concepts and procedures in simple 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; this includes the ability to maintain complete confidentiality and discretion at all times.
- Excellent computer skills with strong knowledge in Word and Excel in Mac environment.
- Working knowledge of EP programs; Movie Magic Scheduling and Movie Magic Budgeting.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.

SUPERVISION:

The Senior Coordinator of Production Services, First Year performs all duties and responsibilities under the guidance and supervision of the Senior Manager of Production Services, First Year.