

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Director, AFI Exhibition
DEPARTMENT: AFI Exhibition
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 Director, AFI Exhibition is charged with pioneering the future of exhibition and charting a course for AFI to play a leadership role in celebrating the art form to the benefit of artists and audiences alike.

Day-to-day, the Director is also responsible for the artistic and operational oversight of AFI's current film festivals and the AFI Silver Theatre and Cultural Center.

PRINCIPAL DUTIES:

- Exhibition/Film Festivals
 - Provide a collective vision for AFI Exhibition that supports the goals of the Institute while leading the evolving landscape of stories on-screen.
 - Develop a dynamic "voice" for each activity in support of a singular voice for AFI.
 - Observe, track and share emerging trends in global exhibition.
 - Inspire and manage the Programming and Operations staff.
 - Guide the negotiation of vendor agreements.
 - Construct and oversee the budget for each exhibition event.
 - Maximize earned revenue across AFI Exhibition programs.
 - Through public speaking and writing, serve as an AFI spokesperson to articulate the programmatic vision and guiding principles of the exhibition program. Includes thoughtful film and panel presentations.
 - Establish and maintain relationships with key film community professionals, including distributors/streamers, talent, publicists, agents and managers.
 - Collaborate with AFI Advancement to build relationships and secure commitments from AFI sponsors, donors, foundations and members.
 - Collaborate with AFI Communications to develop messaging, key art and marketing plans for AFI Exhibition programs.
 - Additionally, manage relationship with other public relation teams.
 - Perform other duties and responsibilities as assigned by AFI President & CEO.

- AFI Silver Theatre and Cultural Center:
 - Oversee budgeting and programming of AFI Silver Theatre and Cultural Center to ensure institutional efficiencies and the power of partnership.
 - Foster productive collaboration between staff members in Los Angeles and Silver Spring.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum five years hands-on, executive experience managing and programming a nationally recognized film exhibition program.
- Expert knowledge of commercial, independent and international film communities and a strong network of film community contacts to rely upon to celebrate diverse and compelling content.
- Sound understanding and working knowledge of film festival programming as well as the operational logistics of a film festival both online and in person.
- Proven ability to "think outside of the box" and provide visionary leadership, while also demonstrating superior management skills.
- Mastering of managing budgetary expenditures and ensuring fiscal responsibility.
- Strong planning skills with the ability to adapt to rapidly shifting priorities and strategies.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simple terms.
- Strong time management, organizational and multi-tasking skills.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with internal and external stakeholders.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION:

The Director, AFI Exhibition performs all duties and responsibilities under the guidance and supervision of the President and CEO.