

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Camera Conservatory Department (CCD)
DEPARTMENT: Physical Production, 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 Manager, Camera Conservatory Department is responsible for the technical support of all production activity at AFI Conservatory, including First Year Cycle Productions, Second Year Thesis Productions, First and Second Year Cinematography classes and MOS projects. In addition the Manager supports the Directing Workshop for Women projects, as well as other classes and events. The CCD Manager will collaborate closely with the Manager, Conservatory Lighting Services to ensure both departments are upstanding equitable policies and procedures.

PRINCIPAL DUTIES:

- Supervise the Conservatory Camera Department team.
- Supervise and schedule the camera testing bays of the Conservatory Camera Department.
- Supervise the scheduling and assembling of all AFI film cameras and digital format cameras for transport to and from Cinematography classes.
- Interface with vendors in the maintenance of all AFI film cameras and digital format cameras.
- Schedule and assemble all AFI film cameras, digital format cameras and sound equipment including pick up and return for both principal photography and pickups.
- Assess missing/damaged equipment on return and prepare appropriate paperwork.
- Supervise purchase order (PO) process and track budgets for CCD and Cinematography curriculum equipment rentals and purchases.
- Supervise camera and raw stock tests for production cinematographers and serve as technical advisor and support.
- Maintain and establish relationships with vendors, to secure donations for classes and productions.
- Monitor inventory (first year, second year, and DWW are discrete packages).
- Recommend purchase of equipment and accessories and execute purchase orders.
- Oversee off-campus cleaning and repair of equipment.
- Advise fellows on outside rental needs, and coordinate arrangements with vendors.
- Troubleshoot equipment problems on location and advise cinematographers as needed.
- Perform other duties and responsibilities as assigned.

CINEMATOGRAPHY CLASS SUPPORT:

- Transport and set up AFI camera and lighting equipment in coordination with the CLS Department.
- Transport and retrieval of exposed film-to-film laboratories.
- Arrange loan/rental and transport of non-AFI equipment.
- Monitor classes in progress for equipment availability and safety.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum seven years film production/grip experience.
- Minimum five years direct supervisor/management experience.
- Demonstrated knowledge of electrical wiring/circuitry, camera, grip film editing, lighting and grip equipment.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Excellent computer skills including Word, Excel, Final Draft, Movie Magic Budgeting and Scheduling.
- 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 computer skills with strong knowledge in Microsoft Word and Excel.
- Ability to integrate the values and culture of academe into the education of filmmakers and to support and enhance the "learn by doing" model that characterizes AFI Conservatory's mission.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Capacity to thrive in the exciting, ambitious, future oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Ability to be on call on occasional evenings and weekends as needed.