

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Production Coordinator (PA)
DEPARTMENT: Physical Production, AFI Conservatory
LOCATION: Los Angeles Campus
COVID-19 PROTOCOL: AFI required 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 Production Coordinator (PA), Physical Production is responsible for supporting the needs of all Fellows through Cycle and Thesis production, the Physical Production department, and office.

PRINCIPAL DUTIES:

- Support the preproduction process for all First-Year Cycle Projects to ensure AFI Policies are followed, most notably on Friday check-out day.
- Ensure all production paperwork has been submitted and is properly formatted by required due date.
- Issue Certificates of Insurance for First Year & Thesis Production projects.
- Maintain the Outside Crew Database, and Production Resources website.
- Create and send surveys to all Cycle Production teams.
- Create and send weekly informational sheet to relevant stakeholders.
- Monitor and track all Fellow crewing requirements, weekly.
- Issue proof-of-enrollment letters for Fellows and collaborators.
- Check daily paperwork for overtime.
- Book Production Meeting Rooms.
- Maintain the production calendars.
- Create and manage the focus groups for Thesis Previews.
- Manage the schedule and assignments of 1st Assistant Directors and Production Sound for Cycle Production.
- Assist distribution as necessary.
- General office functions and administrative support.
- Perform other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- High School diploma required; Bachelor's degree preferred.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- 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 communication skills, including the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory.
- Strong computer skills with strong knowledge in Microsoft Office and familiarity with Google Suite including Google Sheets, Drive and forms in a Mac environment.
- 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.
- Experience with computerized inventory system preferred.
- Proficiency in Mac computers and Microsoft Office.