

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Academic Department Coordinator TEMP
DEPARTMENT: AFI Conservatory: Cinematography
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 TEMP Cinematography Department Coordinator is responsible for the training of the new Cinematography Department Coordinator and will be available to cover departmental duties for the department as needed until a permanent hire is identified and trained

The Cinematography Department Coordinator maintains a birds-eye view of the department's curriculum, equipment, and fellows, anticipating and facilitating the needs of the department. The Coordinator is responsible for the seamless operations of the department, implementing process improvement, providing excellent services to fellows, faculty, and industry partners and is savvy at industry relations and the cultivation of those relationships.

PRINCIPAL DUTIES:

- Onboard and train the new Cinematography Department Coordinator;
- They will be training the incumbent in the following:
 - Manage schedule, department meetings, and departmental communications for Cinematography Discipline Head.
 - Manage the Cinematography department program's special events, trips, and meetings.
 - Maintains the Department Calendar.
 - Provide information through professional communication to fellows, staff, alumni, other AFI department and the public as required.
 - Serve as a point of contact for faculty members seeking advice on all matters not requiring the attention of the Discipline Head. May include Arrange all department meetings.
 - Provide information to Conservatory personnel, prospective students, parents, and general public on matters relative to the Departments.
 - Assist in the recruitment of faculty through organizing of Search Committees, etc.

Provide new faculty with administrative orientation.

- Assist Discipline Head in assignment of faculty to courses.
- Track Faculty Assignments: establish system to verify this information is updated in a timely way. Assist in facilitating contract issuance, signed return, reappointments, and terminations. Maintain related departmental records.
- Scheduling classes and managing related equipment needs and room bookings, working in collaboration with other departments such as the CCD and CLS.
- Recruitment, admissions process management for the department; contributes to registration and welcoming of fellows at start of the academic year.
- Serve as department expert in the faculty contract agreement and the student handbook, to support Discipline Head accordingly. Contribute to updates to the handbook, including but not limited to providing Registrar timely updates on course offering information.
- Track Departmental Expenditures. Assist Discipline Heads in preparation of departmental budgets, help monitor the budget, and prepare purchase orders, reimbursements, and check requests. Includes processing of Honoraria and payments to guest lecturers, cinematography aides, and vendors.
- Manage purchases related to the curriculum and other departmental needs.
- Organize department footage and records.
- Organize the submissions of student films for Cameraimage, UFVA/Kodak and the ASC Heritage Awards, arranging committee reviews and announcing selections.
- Develop and manage academic department databases to track and support fellows and their needs, events, and industry contacts.
- Help develop improved policies and procedures for smooth departmental operations
- Develops professional relationships with external constituencies the department(s) may collaborate with at any given time in support of delivering the curriculum.
- Mentorship role: Meet with Fellows, as requested by either the Fellows or the Discipline Head. (These meetings are sometimes about technical cinematography challenges and sometimes about a Fellow's personal concerns).
- Assist in the preparation of reports or special projects.
- Perform other duties and responsibilities as assigned.

Covid-19 Specific (as applicable):

- Submitting Campus Access and testing requests.
- Collecting and submitting attendance for in-person classes.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum three years' experience in academic department support, in an arts environment.

- Strong organizational skills.
- Excellent verbal and written communications.
- Demonstrated competence with project management tools, including building databases, use of scheduling software, and advanced MS Office skills (PowerPoint, Word, Excel).