

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Academic Department Coordinator – Part Time (TEMP)
DEPARTMENT: AFI Conservatory: Editing
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 Academic Department Coordinator will assist with establishing systems to manage the day-to-day operation of the Editing Discipline and functional processes across disciplines in support of production and post-production activities. This includes, but is not limited to project management, resource planning, communications, scheduling, finances, and logistics.

The Academic Department Coordinator is also responsible for assisting in the operation of the department, implementing process improvement, providing excellent services to two (interim) academic discipline heads, fellows, and industry partners and is savvy at industry relations and the cultivation of those relationships.

PRINCIPAL DUTIES:

- Serve as a point of contact for faculty members seeking advice on all matters not requiring the attention of the Discipline Heads.
- Manage schedules, department meetings and communications, and events for the Discipline Heads.
- At the direction of the Discipline Heads, provide information to Conservatory personnel, prospective students, parents, and general public on matters relative to the Discipline.
- Assist Discipline Heads in managing faculty course assignments; track Faculty Assignments; establish a 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.
- Provide recruitment and admissions process management for the disciplines; contributes to registration and welcoming of fellows at start of the academic year.
- Serve as discipline expert in the faculty contract agreement and the student handbook, to support Discipline Heads; accordingly contribute to updates to the handbook, including but not limited to providing Registrar timely updates on course offering information.

- Limited financial support; establish systems to track/Track Departmental Expenditures; assist Discipline Heads in preparation of departmental budgets, help monitor the budget, and prepare purchase orders, reimbursements, and check requests.
- 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.
- Manage each department program's special events, trips, and meetings.
- Assist in the preparation of reports or special projects.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum three (3) years' experience in post-production coordination support, in an arts environment, preferred.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently with minimal supervision, as well as a member of a high functioning team, in a fast-paced environment.
- Demonstrated competence with project management tools, including building databases, use of scheduling software, and advanced MS Office skills (PowerPoint, Word, Excel).
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- Strong analytic and problem-solving skills and the ability to effectively apply them to a diverse set of situations.
- Proven project management skills with the ability to take a project from conception through completion.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities and the ability to convey complex concepts and procedures in simple terms.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results-oriented team; ability to work with all levels of the organization.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Personal integrity and the ability to inspire credibility, confidence, and trust.