

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Associate Director, Artist Development & Program Curriculum, Innovative Programs

DEPARTMENT: AFI Conservatory

LOCATION: Los Angeles Campus/Hybrid

This position will be primarily in-person at AFI's Los Angeles campus, with periodic remote activity when feasible. The successful candidate must be based in California.

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.

The American Film Institute is a nonprofit organization with a mandate to champion the moving image as an art form. Established in 1967, AFI launched the first comprehensive history of American film and sparked the movement for film preservation in the United States. In 1969, AFI opened the doors of the AFI Conservatory, a graduate-level program to train narrative filmmakers.

PRINCIPAL RESPONSIBILITIES:

The Associate Director, Artist Development & Program Curriculum, Innovative Programs (IP) provides curriculum management and development across IP short-term programs, ensuring consistency of format, methodology, instruction, and content with established and evolving parameters for Innovative Programs workshops, intensives, inclusivity programs, and professional courses.

The Associate Director serves as a leader in the field for communications related to the DWW+ program and other assigned IP programs, extant or new, and on the topic of artist development in general.

PRINCIPAL DUTIES:

- Serve as IP department education lead for artist development and program curriculum to develop, establish and maintain consistency and integrity of AFI methodology, instruction, and experience across programs, and for scalability.
- Serve as the DWW+ education lead which includes management, implementation, and enhancement of established curriculum for the

DWW+ (in collaboration with AFI colleagues), including serving as a liaison to outreach and secure potential faculty, speakers, and program advisors, as well as plan and confirm classes, schedules, and other program needs, with support from Innovative Programs staff.

- Organizes, and manages instruction and direct support to current DWW+ fellows and alums, facilitating the filmmaker productions in collaboration with AFI Conservatory Production and Post-Production Staff, as well as other extant and new IP programs and courses as agreed to.
- Teach and/or moderate classes or seminars for DWW+ and IP programs as appropriate.
- Serve as liaison for DWW+ workshop participants, with Innovative Programs and Conservatory Production support, through their educational programs, production and post-production cycles, and Showcase.
- Manage IP budgets and filmmaker accounts in collaboration with the Innovative Programs Senior Director, IP Staff, AFI Productions and AFI Finance.
- Participate and contribute to IP program application processes managed by the IP Department. This includes identifying new reviewers as well as outreach to alumnae and other industry professionals to secure reviewers and final selection committee members, as well as participating in the review process, including candidate interviews and final selection specific to DWW+ and other programs as agreed to.
- Promote the IP programs and/or projects to internal and external stakeholders as appropriate.
- Plan, produce and promote recruitment and alumnae events (open houses) throughout the year, as well as represent IP programs, including DWW+ and AFI, at select industry or educational events, inclusive of AFI programs and events.
- Work closely with Innovative Programs and Marketing & Communications staff for various IP program needs and fulfillment to program supporters.
- Guide and encourage DWW+ participants in their project fundraising efforts.
- Facilitate the creative development and project production elements, in collaboration with AFI Productions and Innovative Programs Staff, of all DWW+ projects to ensure adherence to AFI production guidelines, as well as track, monitor and follow-up production documentation.
- Programmatic Lead on IP Showcases, curating the show-flow, filmmaker programs, identifying and securing the keynote speakers, and preparing the IP fellows for presence and press at events.
- Participate in strategy and planning for DWW+ 50th Anniversary year 2024 with AFI and Community stakeholders.
- Work closely with Innovative Programs Senior Director to identify potential allies and partners for career development and programmatic opportunities for the expansion of IP programs, extant and new.

- Supervise seasonal educators and support staff, and recruit as needed in collaboration with Human Resources and IP Department.
- Facilitate enrichment of IP program databases, curriculum management systems, and general digital files and archives.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required, preferably in film, television, or other media production.
- Minimum six (6) years' experience in the filmmaking community, real-world production experience preferred, and an experienced eye for scouting filmmaking talent and worthy projects.
- Minimum four(4) years' experience in managing artist development programs or similar media arts production programs.
- Industry network including relationships with production executives, producers, filmmakers and other cinema and media arts organizations.
- Strong leadership, time management and multi-tasking skills, and detail-oriented, plus the ability to work independently and with minimal supervision while being an integral member of a high-functioning team.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in straightforward terms.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities while not losing sight of the big picture.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision,
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Comfortable with public speaking and representing DWW+ at professional events.
- Possess a positive and professional attitude with the ability to work independently while working in a team-oriented environment.
- Excellent computer skills with strong knowledge in Word, Excel and databases in a Macintosh environment.
- Personal integrity and the ability to inspire confidence and trust.