

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Editorial Assistant, Post Production
DEPARTMENT: Sony Digital Art Center
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.

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 Editorial Assistant, Post Production, is responsible for providing technical support to the Fellows, the Sony Digital Art Center (SDAC, AFI's post-production facility) and the Institute. In addition, the Editorial Assistant, Post Production assists the Fellows and AFI Directing Workshop for Women (DWW) participants with file-based workflows, developing curriculums, instructing classes, off-line and on-line editing, and Cycle and Thesis finishing.

PRINCIPAL DUTIES:

- Maintain media pipeline, workflow creation and ongoing implementation for Cycle, Thesis, 35mm-MOS and DWW+ films.
- Assist AFI Fellows and DWW+ participants with operational and/or technical problems with Avid, Resolve and Adobe systems.
- Assist in conforming Thesis, 35mm-MOS, and DWW+ films in preparation for Color Correction, and in creating DCP's and various File Deliverables.
- Create weekly Cycle-film distribution elements including Blu-ray and DVD disks, and PIX uploads.
- Assist in finishing and preparation of Cycle films and creation of digital master files.
- Teach AFI Conservatory workshops or training classes as needed.
- Write instructional White Papers as new technology is implemented.
- Perform storage management, including creation and deletion of Nexis workspaces.
- Train, manage, and troubleshoot for Shotput Pro/Clone Dailies-creation program.
- Troubleshoot and provide general maintenance of Avid systems.
- Coordinate with other AFI technical personnel to resolve technical issues.

- Work closely with the SDAC Operations Manager to manage workloads and deadlines, perform technical forecasting, and plan technical staffing.
- Implementation of new technology and strategic adherence to emerging workflows.
- Remain current with changing technology as it applies to AFI (through community outreach, classes, Internet research, etc.).
- Participate in the procurement and editing of video exhibition of AFI sponsored events.
- Oversee off-line and on-line editing of assigned AFI-sponsored projects.
- Assist other AFI departments in the creation of Distribution Media, including master tapes and digital files.
- Participate as a Post-Production crewmember on AFI-sponsored projects.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum two years post-production equipment and techniques experience.
- Minimum two years Avid editing and technical experience.
- Minimum one year teaching in a classroom environment.
- Avid Certified Instructor training desirable.
- Minimum one year DaVinci Resolve for on-line and conform experience.
- Knowledge of color science, on-line/conform, VFX, and DCP's required.
- Understanding of digital and film workflows required.
- Knowledge of Adobe Creative Cloud (Photoshop and After Effects) desirable.
- Knowledge of Nexis desirable.
- Excellent computer skills with expertise in Mac OS, and strong knowledge of Microsoft Word and Excel and other office software.
- Knowledge of Linux and Windows desirable.
- Highly developed customer skills with a client-friendly attitude and the ability to establish and maintain rapport with internal and external contacts.
- Detail-oriented with the proven ability to handle numerous tasks with the appropriate follow-up and reporting activities.
- Ability to work independently while being an integral member of a high-functioning team.
- Great oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational, and multitasking skills coupled with the ability to work independently and with minimal supervision.
- 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 at all times.
- Flexibility to work evenings or weekends.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION:

The Editorial Assistant, Post Production performs all duties and responsibilities under the guidance and supervision of the Director, Post Production Sony Digital Arts Center.

Salary Range: \$26-\$31 per hour.