

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Director, AFI Exhibition
DEPARTMENT: AFI Exhibition
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 Director, AFI Exhibition is charged with pioneering the future of exhibition and charting a course for AFI to play a leadership role in celebrating the art form to the benefit of artists and audiences alike.

Day-to-day, the Director is also responsible for the artistic and operational oversight of AFI's current film festivals and the AFI Silver Theatre and Cultural Center.

PRINCIPAL DUTIES:

- Exhibition/Film Festivals
 - Provide a collective vision for AFI Exhibition that supports the goals of the Institute while leading the evolving landscape of stories on-screen.
 - Develop a dynamic "voice" for each activity in support of a singular voice for AFI.
 - Observe, track and share emerging trends in global exhibition.
 - Inspire and manage the Programming and Operations staff.
 - Guide the negotiation of vendor agreements.
 - Construct and oversee the budget for each exhibition event.
 - Maximize earned revenue across AFI Exhibition programs.
 - Through public speaking and writing, serve as an AFI spokesperson to articulate the programmatic vision and guiding principles of the exhibition program. Includes thoughtful film and panel presentations.
 - Establish and maintain relationships with key film community professionals, including distributors/streamers, talent, publicists, agents and managers.

- Collaborate with AFI Advancement to build relationships and secure commitments from AFI sponsors, donors, foundations and members.
 - Collaborate with AFI Communications to develop messaging, key art and marketing plans for AFI Exhibition programs.
 - Additionally, manage relationship with other public relation teams.
 - Perform other duties and responsibilities as assigned by AFI President & CEO.
- AFI Silver Theatre and Cultural Center:
 - Oversee budgeting and programming of AFI Silver Theatre and Cultural Center to ensure institutional efficiencies and the power of partnership.
 - Foster productive collaboration between staff members in Los Angeles and Silver Spring.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor’s degree required.
- Minimum five years hands-on, executive experience managing and programming a nationally recognized film exhibition program.
- Expert knowledge of commercial, independent and international film communities and a strong network of film community contacts to rely upon to celebrate diverse and compelling content.
- Sound understanding and working knowledge of film festival programming as well as the operational logistics of a film festival both online and in person.
- Proven ability to “think outside of the box” and provide visionary leadership, while also demonstrating superior management skills.
- Mastering of managing budgetary expenditures and ensuring fiscal responsibility.
- Strong planning skills with the ability to adapt to rapidly shifting priorities and strategies.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simple terms.
- Strong time management, organizational and multi-tasking skills.
- Strong diplomacy skills and consistent professionalism are mandatory; this includes ability to maintain complete confidentiality and discretion.
- Possess a positive and professional attitude with internal and external stakeholders.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION:

The Director, AFI Exhibition performs all duties and responsibilities under the guidance and supervision of the President and CEO.

FULL-TIME X If full-time, number of months per year 12
 PART-TIME If part-time, number of hours per week
 REGULAR X TEMPORARY

INCUMBENT NAME:

DOH:

Employee's Signature Date

Supervisor's Signature Date