

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Technician, Operations & Maintenance
DEPARTMENT: Campus Operations
LOCATION: Los Angeles Campus

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 Technician, Operations & Maintenance is responsible for assisting the Manager, Operations & Maintenance and Senior Technician, Operations & Maintenance in the planning, organizing and completion of operational and maintenance tasks and functions on the AFI Campus and grounds. This includes assisting with the implementation of light construction, renovations and maintenance programs or AFI events.

PRINCIPAL DUTIES:

- Assist with the painting, construction, electrical, plumbing needs, etc. for all campus buildings and grounds.
- Work under established policies and procedures that address daily operational and long-term goals for the Campus.
- Repair and/or replace any lighting issues or ceiling light fixtures on campus.
- Repair and/or replace any plumbing related issues on campus and conduct quarterly maintenance on all building water/waste lines.
- Assist in all office relocations, which includes the moving of furniture and any required office repairs.
- Ensure compliance with established safety standards on Campus.
- Coordinate with the other Operations & Maintenance personnel to monitor the performance of outside contractors and vendors to ensure compliance with established AFI standards and report any deficiencies to the Manager, Operations & Maintenance.
- Report all needed repairs to the Manager, Operations & Maintenance and manage vendor walkthroughs to collect repair quotes.
- Collaborate with the Manager, Operations & Maintenance and Campus Facilities to evaluate damage to AFI locations and applicable fee assessment to production teams.
- As requested by the Manager, Operations & Maintenance, provide staffing support for off campus events (e.g., LAA, Commencement, etc.)

- Assist the Manager, Operations & Maintenance with the execution of on-campus special events (e.g., Opening Day, Alumni events, etc.)
- Perform other duties and responsibilities as assigned.

SKILLS/EXPERIENCE REQUIRED:

- High School degree required. Bachelor's preferred
- Minimum one year experience in construction or maintenance environment.
- 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.
- Ability to work independently while being an integral member of a high-functioning team.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Good oral and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Computer skills with knowledge in Microsoft Word and Excel in a Mac environment.
- Ability to learn new tasks in a timely manner.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Ability to stand/work for extended periods of time and lift a minimum of 50 lbs.
- Ability to run and/or climb stairs to respond quickly to emergency situations.
- Exposure to inclement weather; required to work in/or under conditions that require the use of protective gear with an awareness of personal safety and safety of others.
- Must be available via cell phone during non-business hours.
- Bi-lingual (English/Spanish) a plus.

Salary: \$23.00-\$24.00 an hour