

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Manager, Campus Facilities
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 Manager, Campus Facilities is responsible for the day-to-day supervision of the AFI Campus. In addition, the Manager, Campus Facilities will collaborate with Operations and Maintenance, Janitorial, Security, Food Services and the Campus Service Center, as well as provide hands-on support to personnel as needed.

PRINCIPAL DUTIES:

- Oversee daily logistics of the AFI campus to ensure the campus is properly maintained.
- Maintain an inventory of all campus classrooms, screening rooms and meeting facilities to provide recommendations to AFI Conservatory Administration and Operations based on long term needs.
- Act as a liaison between AFI and external vendors, which includes ensuring full compliance with AFI's established standards.
- Manage compliance issues and collaborate with AFI's insurance providers on various insurance aspects, such as insurance certificates for vendors, production insurance and registration for AFI vehicles.
- Assist the Operations and Maintenance team in the repair and/or replacement of any campus lighting or plumbing related issues as needed.
- Oversee all office relocations, which includes assisting with the moving of furniture and any required office repairs as needed.
- Collaborate with the Operations and Maintenance, Janitorial and Information Technology teams on office relocations and facility maintenance requests.
- Oversee the master shared facilities/room calendar for all campus facilities use and support services.
- Manage and complete facility rental agreements, production filming, alumni castings, and rental screenings/seminars including fee collection and logistical set-ups.

- Manage scheduling and coordination of temporary staff for AFI events, thesis premieres and on-campus productions, including attendants for MGSR screenings and location monitors for production filming.
- Work closely with the AFI Conservatory Administration to facilitate Faculty needs (i.e. office space, access to screening rooms, delivery of furniture/equipment).
- Collaborate with the Human Resources and Registrar teams to maintain an inventory process for the issuance and identification of parking decals to Fellows, Faculty and Staff.
- Coordinate all driver requests for film deliveries, package pick-ups and messenger service requests with the assistance of the Coordinator, Operations and Facilities Management. This includes being available as back up to complete delivery and pick-up requests for the CEO's Office when required.
- Under the direction of the Director, Campus Operations, oversee the AFI Safety Program, collaborating with the Human Resources team to implement and execute campus wide safety initiatives, including Emergency Response Team (ERT) First Aid and emergency response training, emergency evacuation drills and Emergency Response communications to all AFI staff, faculty, and Fellows.
- Coordinate with Food Services to oversee the campus staff lounge and related food service equipment inventories.
- Provide backup coverage for processing mail and packages in the Service Center as needed.
- Provide emergency coverage for Campus Security during personnel shortages as needed.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- High School Diploma required. Bachelor's degree preferred.
- Minimum four (4) years' experience in facilities and/or building maintenance.
- Minimum two (2) years supervisory experience.
- Highly developed customer service skills with the ability to establish and maintain rapport with internal and external contacts.
- 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.
- 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.
- Excellent oral and written communications skills, including strong grammatical and proofreading abilities and 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.

- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Strong computer skills with knowledge in Microsoft Word, Excel, and Google Calendar scheduling software.
- Personal integrity and the ability to inspire confidence and trust.
- Must be available to work some evenings and weekends and be available by personal cell phone during non-office hours for time sensitive, business-related communications.
- Must possess a valid driver's license, clean driving record and a fair knowledge of Los Angeles freeways and surrounding roadways.
- 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 range: \$73,000.00-\$75,000.00