

## AMERICAN FILM INSTITUTE

### JOB DESCRIPTION

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<b>POSITION:</b>	Assistant, Innovative Programs
<b>DEPARTMENT:</b>	Innovative Programs - AFI Conservatory
<b>LOCATION:</b>	Los Angeles Campus
<b>DURATION:</b>	This is a full-time temporary position that will last 7 months from February to September 2025

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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 Assistant, Innovative Programs is responsible for providing direct support to the Innovative Programs department and its programs. The Assistant is responsible for overseeing administrative and organizational support for the DWW+ productions, including maintaining calendars and processing production paperwork. Additionally, the Assistant will support workshops and events for DWW+, the Cinematography Intensive for Women, and other Innovative Programs programming.

#### **PRINCIPAL DUTIES**

- Work with the Project Manager and Program Liaison, Innovative Programs (IP) to support the day-to-day operation of the IP department as well as provide project-based support to all existing and future courses, programs, and events.
- Provide production and workshop support to program (including 8 DWW+) participants and their films or projects.
- Participate in the pre-production process for the DWW+ productions, creating timelines, participating in meetings, and managing paperwork delivery.
- Assist in the management of the general emails for all programming, field incoming questions, and send confirmations.
- Reserve rooms for classes, screenings, and other program needs.
- Coordinate the scheduling of events and workshops, including booking rooms, catering and other logistical needs, when needed.
- Participate in updating and maintaining inter-departmental data management systems.

- Perform other duties and responsibilities as assigned.

### **EXPERIENCE/SKILLS REQUIRED**

- Bachelor's degree required with a concentration in arts administration, or film, television or other media production.
- 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.
- Experience working in a production office and working on set as a production liaison.
- General knowledge of all aspects of set and production office procedures, including some working knowledge of deal memos, production insurance, call sheets and production reporting.
- Can 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 communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Strong diplomacy skills and professionalism are mandatory; this includes the
- ability to maintain complete confidentiality and discretion at all times.
- Excellent computer skills with expertise in Word, Excel and databases in a Macintosh environment.
- Ability to negotiate challenging situations and personalities in a professional manner.
- Possess a positive and professional attitude with the ability to work as a member of a supportive and realistic team.
- Ability to work calmly under pressure and ask for support when needed.
- Personal integrity with the ability to inspire confidence and trust.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.

Salary: \$18- \$21 per hour