

AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Coordinator, Lawrence Herbert Alumni Center (LHAC)
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Coordinator is responsible for all administrative and operational matters in the Lawrence Herbert Alumni Center (LHAC). In addition, this individual will be tasked with extensive data management to support LHAC programs and projects.

PRINCIPAL DUTIES:

- Oversee all essential administrative duties for the LHAC, including basic department and project management tasks.
- Coordinate LHAC space reservations and maintain usage tracker.
- Oversee financial processes, monitor financial transactions and ensure accuracy, and maintain financial records and documentation.
- Actively manage and maintain all LHAC databases, including data entry, data cleaning, and ensuring data accuracy across different systems.
- Maintain an accurate list of AFI Conservatory Alumni, including credits, nominations, and festival participation.
- Collaborate with key AFI departments with sourcing Alumni information.
- Support all LHAC event logistics, including, but not limited to guest list management, procuring supplies, fielding calls and other communication, and accurate record keeping for budgets and accounting.
- Perform other duties and responsibilities as assigned

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Experienced administrative assistant or project coordinator, performing a broad spectrum of core office functions.
- Proficiency in Microsoft Office Suite and database management software. Knowledge of Salesforce software preferred.
- Strong organizational and time management skills.
- Attention to detail and ability to identify data inconsistencies.
- Excellent communication and interpersonal skills.
- Demonstrated knowledge and experience in the film and television community is desired.

Salary: \$27.00 - \$29.00 per hour