

## AMERICAN FILM INSTITUTE

### JOB DESCRIPTION

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**POSITION:** Vice Dean, Academic Administration  
**DEPARTMENT:** Office of the Dean  
**LOCATION:** Los Angeles Campus

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#### **PRINCIPAL RESPONSIBILITIES:**

Reporting to the Dean, AFI Conservatory & Executive Vice President, AFI, the Vice Dean, Academic Administration (VDAA) serves as the Conservatory's academic administrative officer with the charge to provide direction in the collaborative nature of the six curricular disciplines at the AFI Conservatory. The Vice Dean will join the Council of Deans, and Discipline Heads, in the academic leadership of the Conservatory.

The AFI Conservatory offers a fully-accredited two-year Masters of Fine Arts to exceptionally talented Fellows in six disciplines — Cinematography, Directing, Editing, Production Design, Producing, and Screenwriting with a target enrollment of 144 (24 in each discipline) per year. Resulting in 72 Year 1 student film productions, and 24 Year 2 Thesis film productions. In addition to these productions, Cinematographers complete two visual essays over the two years, and Screenwriters develop 3 completed screenplays as a requirement for graduation. The Conservatory has 8 full time faculty and 108 adjuncts.

The Vice Dean will build on the success of the existing program ensuring that it is future focused and sustainable. The Vice Dean will oversee a portion of the Conservatory academic budget in collaboration with the Vice Dean of Administration.

#### **PRINCIPAL DUTIES:**

- Establish processes ensuring academic support, planning, and shared governance within the Conservatory.
- Collaborate with the Associate Dean of Academic Affairs, to enhance data management, document systems, and faculty appointments, reappointments and contract administration.
- Supervise the Discipline Heads in recruitment, curricular changes, and the approval process for faculty appointments, guest lecturers and educational events.
- Chair the Academic Policy Committee and represent the Conservatory with the Faculty Union.
- Collaborate with the Associate Dean of Fellow and Alumni Affairs to support Fellow retention, workload management, and academic support services, and work with the Production Department to ensure academic programs and services are fully integrated in the Fellow production experience.

- Collaborate extensively with leadership to evaluate and implement film and educational technology resources while maintaining affordability for Fellows.
- Establish and chair an Educational Technology Committee to assess industry-relevant tools for Fellows' success.
- Connect academic departments with the Conservatory's Innovative Programs initiative, guiding Discipline Heads to leverage this revenue-generating program for curriculum enhancement and experimentation.

**EXPERIENCE/SKILLS REQUIRED:**

- A PhD or equivalent terminal degree in Film.
- Proactive commitment to leadership that inspires others with compelling, collaborative, vision and direct and transparent communication style capable of building trust and rapport with all Conservatory constituencies.
- Significant recent experience in academic leadership in a film or arts school. A strong record of teaching, research and service. Proven track record of chair, academic leadership and faculty management and cross-disciplinary curriculum development.
- Demonstrated experience and accomplishments within the creative practice of filmmaking. Knowledge of the industry with expertise as a filmmaker, producer, creative executive, game developer.
- Administrative skill and creativity including demonstrated capacity for problem-solving and managing resources.
- Long standing record of creative inquiry into the development of electronic media and motion pictures as an effective and transformative mode of expression and communication. Proficiency in use of such tools.
- Prior direct experience with academic data management and faculty and student record tools and systems.
- Ability to think strategically and innovatively.
- Committed to fostering an inclusive and diverse academic community.
- Visionary and forward-thinking with a commitment to continuous improvement.

**Salary:** \$140,000 - \$150,000