

**AMERICAN FILM INSTITUTE  
JOB DESCRIPTION**

---

**POSITION:** Post Production Specialist 2  
**DEPARTMENT:** AFI Conservatory - Sony Digital Arts Center  
**LOCATION:** Los Angeles Campus

---

**PRINCIPAL RESPONSIBILITIES**

The Post Production Specialist 2 provides both administrative and technical support to Fellows, faculty, and the Sony Digital Art Center (SDAC), AFI's post-production facility. The role supports Fellows and AFI Directing Workshop (DWW+) participants throughout the post-production process, including file-based workflows, offline and online editing, final deliverables, and Cycle and Thesis Finishing.

**PRINCIPAL DUTIES:**

- Maintain and support the media pipeline, including workflow creation and ongoing implementation for Cycle, Thesis, 35mm-MOS and DWW+ films.
- Provide administrative support to faculty as directed.
- Assist AFI Fellows and DWW+ participants with operational and technical issues related to Avid, DaVinci Resolve and Adobe systems.
- Support Fellows and other AFI program participants in adhering to post-production procedures and protocol.
- Provide guidance on offline and online editing, file-based workflows, quality control, and final deliverables.
- Perform daily technical support for ADR and Pro Tools systems, including setup and troubleshooting as required by faculty.
- Provide post-production support across the AFI Campus.
- Troubleshoot software, hardware, and audio-visual issues; perform routine maintenance of edit rooms and storage systems.
- Manage media and storage systems, including the creation and deletion of Avid Nexis workspaces.
- Support edit bay scheduling, organization, and maintenance.
- Participate in Conservatory meetings as required.
- Collaborate with other AFI departments on the creation and distribution of media.
- Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's degree or equivalent professional experience required.

- Minimum of five (5) years of experience working in a post-production environment, with comprehensive knowledge of professional file-based workflows and video post-production systems (including Adobe, Avid and DaVinci Resolve).
- Highly detail-oriented with the ability to manage multiple tasks effectively, including appropriate follow-up and reporting.
- Ability to work independently while contributing as a key member of a high-performing team.
- Strong project management and organizational skills, with the ability to take projects from conception through completion with minimal supervision.
- Strong written and verbal communication skills, including strong grammar and proofreading abilities and the ability to convey complex concepts and procedures in simplistic terms. with the ability, and the capacity to translate complex concepts into clear simple terms.
- Strong time management and multi-tasking abilities, with the ability to prioritize and meet deadlines in a fast-paced environment.
- Demonstrated critical thinking, sound judgement, and professionalism, with the ability to maintain confidentiality and discretion.
- Proficient in Microsoft Office Suite ( Word, Excel and PowerPoint) and overall strong technical aptitude.
- Strong interpersonal and diplomacy skills, with a professional and approachable demeanor.
- Ability to remain calm and effective under pressure.
- Flexibility to work occasional evenings and weekends as needed.
- High level of personal integrity with the ability to inspire confidence and trust.

**Salary: \$31.25 per hour**