

PRINCIPAL RESPONSIBILITIES:

The Assistant to the Festival Director is responsible for a high level of multi-tasking across all core administrative functions. In addition, the Assistant will oversee specific administrative projects and tasks related to the festival's programming, marketing and publicity.

PRINCIPAL DUTIES:

- Manage the Festival Director's calendar to ensure meetings and events are scheduled, notated and appointments confirmed.
- Collaborate with the Manager, Operations and the Operations Assistant on the creation of the master festival calendar; update the festival timeline on the festival's shared calendar as needed and provide reminders to the Festival Director as key deadlines approach.
- Coordinate the flow of communications and materials in the Festival Director's office, including answering phones, drafting correspondence, reviewing materials and distributing mail.
- Proofread and manage the traffic flow of sponsorship, marketing, publicity and programming documents, ads and contracts.
- Prepare expense reports for the Festival Director and collaborate with the Chief Operating Officer's (COO) office to ensure the appropriate guidelines and procedures are met.
- Take programming and other key meeting minutes and distribute them to the Programming team upon completion.
- Input film and tracking notes into the FileMaker Pro films database.
- Assist the AFI FEST Programming team on projects, which includes requesting and delivering screening materials and following up with filmmakers or other representatives regarding film submissions.
- Liaise with the AFI Special Events team, the Gala & Events Associate and the Festival Invitations Coordinator to ensure VIP guest and industry requests are fulfilled per the Festival Director's instructions and approval.
- Oversee ticket and pass requests and fulfillment for AFI FEST VIP guests and liaise with the AFI Special Events, AFI FEST Box Office, Guest Services and Programming teams to ensure guest's needs are met.
- Assist with the community and cultural supporter partnership communications.
- Provide a comprehensive wrap report (e.g., procedural outline, comments on the operation of the festival, suggestions and recommendations for improvement, etc.) as outlined in the AFI FEST policy book and deliver a digital file and a hard copy of the report to the Festival Producer, AFI FEST during the exit interview. All job specific reports and files must be well organized and submitted during the exit interview.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum three years experience as an administrative assistant.
- Minimum two years experience in film festival administration or experience in an agency or film production company preferred.
- Hands-on experience in event and/or film production.
- Knowledge of and experience with day-to-day office operations.
- Knowledge of the international film community; industry players, media and trade organizations, agencies and the international distribution landscape.

- 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 communication skills with 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.
- Excellent computer skills with expertise in Word, Excel, PowerPoint, Photoshop, Acrobat, FileMaker Pro in a Mac environment.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.
- Demonstrated knowledge and experience in the film and television community is desired.
- Foreign language skills a plus (particularly, Spanish and French).