

### **PRINCIPAL RESPONSIBILITIES:**

The Curriculum Specialist, Screen Education is responsible for developing curriculum for the AFI FEST Screen Education Program. The Curriculum Specialist works closely with the AFI FEST Screen Education Specialist to develop the curriculum for a screenwriting workshop for high school students.

### **PRINCIPAL DUTIES:**

- Develop a curriculum for the AFI FEST Screen Education Program that aligns with AFI FEST's goals. This will include creating teacher training designed to help high school teachers develop lesson plans that incorporate screen education into the curriculum for the fall semester.
- Prepare educational materials for use by educators that are aligned to national, state and local standards.
- Collaborate with the AFI FEST Screen Education Specialist to integrate the two (2) AFI FEST Youth and Family screenings into the curriculum for the screenwriting workshop.
- Collaborate with the AFI FEST Screen Education Specialist and AFI Creative Services on the production of print and web curriculum materials.
- Collaborate with the AFI Advancement team on the documentation required for final grant reports.
- 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; Master's degree preferred.
- Experience as classroom teacher of at least one academic subject at various grade levels.
- Minimum two years of experience as an instructional leader or supervisor.
- Evidence of success in using media and technology in lesson planning.
- Curriculum design experience.
- 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 leadership, time management and multi-tasking skills, coupled with the ability to work independently.
- Ability to maintain detailed records and accurately prepare correspondence, reports and other communication.
- Thorough knowledge of emerging trends and current practices in education, especially in using technology and media to engage student learning.
- A genuine passion for global cinema and the artists whose stories enrich our national cultural heritage.
- Proficient in Microsoft Word, Excel and PowerPoint.

- 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 and the ability to inspire confidence and trust.
- Foreign language a plus, especially Spanish.