

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Editor, AFI Catalog
DEPARTMENT: AFI Catalog
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Editor of the AFI Catalog is responsible for the overall design, execution, editorial content and completion of each stage of the AFI Catalog of Feature Films project, from the prior research through verified record stage. The Editor also supervises the AFI Catalog staff and is the primary Catalog liaison to the AFI.com web team and the primary editorial liaison to AFI's web partners.

PRINCIPAL DUTIES:

The Editor is responsible for hiring and supervising all Catalog staff members (currently 2 fulltime professionals and 1 halftime support staff) as well as future hires of additional researchers, assistant editors and support staff. The Editor manages project budgets, works with AFI senior management and development team on grant proposals, prepares reports for senior management and funders, maintains an editorial and research manual, oversees web publication of AFI Catalog entries, including the writing of public information and background materials, and works with other AFI departments to maintain the Catalog database. The Editor copy edits, researches and catalogs films, and performs other duties as assigned by senior AFI management.

Plans for 2009-2010 include the additional hiring of up to 5 FTE research/data entry positions for a one-year project to complete the AFI Catalog's prior research database. A ten-year plan slated to launch in 2010 will include the coordination of a network of off-site researchers within an exponentially increasing environment of academic partners. The ten-year plan will involve stepped increases in the editorial, research and managerial components of the project, including:

- Hiring and supervising additional staff of up to 4 FTE assistant editors and 4 FTE researchers and support staff
- Supervising and coordinating up to 100 contributors comprised of off-site academic partners, including supervision of submitted editorially content

EXPERIENCE/SKILLS REQUIRED:

- Master's degree in cinema history and criticism, history or English required.
- Minimum of five years professional-level editing experience, data entry skills and working knowledge of SQL databases
- Extensive knowledge of film history and an awareness of historiographic techniques in media research
- Possesses a cohesive writing style
- Strong research skills in both online and traditional book sources
- Extensive experience in web publishing and project management

- Strong leadership skills, including the ability to successfully manage staff, the AFI.com web team and AFI web and academic partners
- Successfully able to collaborate with all departments/levels of the organization, outside third parties/community in a highly professional manner
- Attention to detail and organization a must
- Excellent oral and written communication skills

SUPERVISION:

The Editor will perform all duties of this position subject to the guidance and supervision of the AFI Chief Operating Officer or another designated supervisor.

FULL-TIME X

PART-TIME

REGULAR X

If full-time, number of months per year 12

If part-time, number of hours per week

TEMPORARY

Employee's Signature/Date

Supervisor's Signature/Date