

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Coordinator
DEPARTMENT: AFI Festivals
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Coordinator, AFI Festivals is responsible for a high level of multi-tasking across all core administrative functions in the Office of the Director, AFI Festivals. In addition, the Coordinator acts as a liaison across the organization to facilitate the exchange of key information to ensure that the Director's office functions effectively and efficiently on a daily basis.

PRINCIPAL DUTIES:

- Support the administrative needs of the Director's office including answering phones, maintaining the Director's calendar and contacts, ensuring meetings and events are scheduled, notated and appointments confirmed, arranging logistics for guests visiting campus, drafting correspondence, and reviewing and distributing materials. This includes basic project management functions.
- Coordinate the flow of communications and materials in the Director's office across all AFI Departments including acting as a gatekeeper to the Director.
- Coordinate distribution of mail and approvals and assist other staff members with questions or concerns.
- Manage administrative functions including processing expense reports and travel requests and ordering supplies.
- Prepare travel arrangements for the AFI Festivals Director.
- Accurately prepare routine and confidential correspondence and other written materials.
- Develop and maintain data management systems across a variety of activities.
- Properly maintain filing system to ensure a high degree of accuracy and organization.
- Collaborate with the Director to manage critical projects, ensuring priority projects are completed in a timely manner.
- Manage special projects and events as assigned.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Highly developed customer skills with the ability to establish and maintain rapport with internal and external contacts.

- Minimum three years administrative support, planning and/or project coordination experience.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- 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.
- Strong time management, organizational and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Excellent oral and written communication skills, including strong grammatical and proofreading abilities, with the ability to convey complex concepts and procedures in simplistic terms.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- A high level of proficiency with Macintosh computers and software, including Word, Excel, Aftereffects, PowerPoint, Raisers Edge and a strong knowledge of Final Cut Pro.
- Personal integrity and the ability to inspire confidence and trust.
- Must be able to work some evenings and weekends and be available by personal cell phone during non-office hours for time sensitive, business-related communications.

SUPERVISION:

The Coordinator, AFI Festivals performs all duties and responsibilities under the guidance and supervision of the Director, AFI Festivals.

FULL-TIME X

If full-time, number of months per year 12

REGULAR X

If part-time, number of hours per week

TEMPORARY