

AMERICAN FILM INSTITUTE JOB DESCRIPTION

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

PRINCIPAL RESPONSIBILITIES:

The Programming Coordinator is responsible for providing administrative support to the Programming department and assisting with all areas relating to the submission and review of festival entries.

PRINCIPAL DUTIES:

- Assist the Director, Programming and Senior Programmers to screen and review films for possible inclusion in the festival.
- Collaborate with the Programming Manager in maintaining the submissions database in FileMakerPro, including proofing the database on a regular basis for accuracy of information.
- Collaborate with the Programming Manager in the trafficking of films to Screeners and Associate Programmer(s), including organizing and tracking the progress and results of their scores and coverage.
- Assist the Programming Manager with the communication and notifications of accepted and rejected films.
- Provide administrative assistance to the AFI Festivals programming department, which includes researching, proofreading, data entry, taking meeting minutes and answering filmmaker emails and phone calls.
- Prepare and write film synopses and describe the fundamental purpose and function of individual film programs and festival information as needed and assigned.
- Prepare engaging film introductions and professionally moderate film Q&A sessions as assigned.
- Assist the Programming Manager in overseeing the ballot process for the Audience Awards before and during the festival.
- Act as the primary contact for the festival's jury. This will include coordinating the jury's attendance at festival events, as well as the jury's screening schedule and accreditation and assisting with the set up and execution of jury events at the festival.
- Assist in the proofreading of content for the festival website and printed program guides, which includes working with the Materials Coordinator and locating filmmaker bios and publicity stills.

- Assist with research, reports and special projects as requested by Senior Programmers and Director, Programming.
- 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 Director, Production and Operations, AFI Festivals 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 one year of administrative experience in a creative industry.
- Experience with film festival submission systems, specifically Withoutabox.
- 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.
- Can 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 at all times.
- Excellent computer and Internet research skills with strong knowledge in Word, Excel, 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 deal with rapidly shifting priorities in a fast paced team environment.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Knowledge of global film community, filmmakers, sales agents and distributors, a plus.
- Foreign language a plus, especially French and/or Spanish.