

AMERICAN FILM INSTITUTE CONSERVATORY

JOB DESCRIPTION

POSITION: Vice Dean, Administration

DEPARTMENT: Conservatory

LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Vice Dean, Administration is a key member of AFI Conservatory Senior Management, a highly organized and focused leader with direct responsibility for supporting and sustaining the Conservatory's academic mission by providing administrative and operations vision and guidance.

This person is a methodical problem solver with strengths in planning, organizing, and managing people, systems, and services in support of the structure and goals of this diverse and active organization.

This person is an experienced and resourceful leader and mentor with an ability to manage a team with varying responsibilities in an energetic and dynamic academic environment. At AFI Conservatory, this team includes the Librarian, the Director of the Directing Workshop for Women, the Operations Manager for the Sony Digital Arts Center, the Manager of AFI Conservatory, and the Manager of AFI Conservatory Administration.

Responsibilities include – but are not limited to – oversight of Conservatory administration and operations, financial management, budget planning and tracking, developing, planning, and maintaining the administration systems and operations of the Conservatory.

PRINCIPAL DUTIES:

- Provide vision and guidance for the functions of AFI Conservatory administration and operations.
- Develop and oversee internal management systems for Conservatory administration and operations.
- Supervise and direct AFI Conservatory administration and operations staff.
- In consultation with the Dean and Vice Dean of Academic Affairs, oversee the creation and administration of all Faculty contracts.
- Develop and oversee all aspects of administration and operations budget oversight, including planning, tracking, review, and forecasting.

- Oversee program management and operations for AFI Directing Workshop for Women (DWW), the Sloan Foundation programs (SFP), the Catalyst Workshop, seminars, and workshops, including scholarships and awards for each program.
- Provide reports to the Dean and Senior Management as required.
- Plan, schedule and communicate all related program calendars and timelines.
- Act as the liaison with the Human Resources team on all issues related to AFI Conservatory administration and operations.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required; Master's degree preferred.
- Minimum seven years' experience in educational, academic, professional training and/or apprenticeship programs.
- Minimum five years' general office administration and supervisory experience.
- Demonstrated knowledge of film, video, television and/or other media arts and their production processes required especially related to legal and business affairs.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- 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.
- Excellent oral and written communication skills with the ability to convey complex concepts and procedures in simple terms.
- Excellent computer skills with expertise in Microsoft Word and Excel in a Mac environment.
- Strong skills in examining and re-engineering operation and procedures, formulating policy, and developing and implementing new strategies and procedures.
- Strong analytic and problem-solving skills and the ability to effectively apply these to a diverse set of issues.
- Proven project management skills with the ability to take a project from conception through completion.
- Positive and professional attitude with the ability to work as a member of a high-energy, results-oriented team.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Commitment to and understanding of performing arts education and the creative process, preferably in film.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.
- Ability to work well under pressure.
- Personal integrity and the ability to inspire confidence and trust.