

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Cultural Relations Assistant
DEPARTMENT: AFI FEST
LOCATION: Los Angeles Campus
ASSIGNMENT: 11/1/18 - 11/15/18

PRINCIPAL RESPONSIBILITIES:

The Cultural Relations Assistant is responsible for assisting with the fulfillment of contract benefits for all Cultural supporters, supported films and related cultural events.

PRINCIPAL DUTIES:

- Utilize the AFI FEST Guest Services section of the AFI FEST database to keep track of cultural supporters and related films attending the festival.
- Assist the AFI FEST Senior Manager, Guest Services and Cultural Relations in handling all paperwork related to Cultural Relations, including contracts and any other paperwork as assigned.
- Assist in the coordination, planning and execution of cultural events and activities, including brunches, receptions and dinners.
- Assist with cultural administrative duties, including contracts, schedules, tracking and ticketing as needed.
- Responsible for delivery of Cultural supporter packets to consulates and other agencies.
- Daily management of cultural passes and ticket packets distribution, and the setting up of will call tables where necessary.
- Assist the AFI FEST Senior Coordinator, Guest Services (Travel) and AFI FEST Coordinator, Guest Services (Hotel) with overseeing the cultural partner check-in area at galas and other screenings.
- Assist with the management of guest lists for AFI FEST Cultural events.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum one-year experience working in the entertainment community on an administrative level.
- Working knowledge of film festivals and the local film community.

- 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 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.
- Excellent computer and Internet research skills with strong knowledge in Word, Excel, and FileMaker Pro for 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.
- Foreign languages (written and/or spoken) a plus, especially French and/or Spanish.

SUPERVISION:

The Cultural Relations Assistant, AFI FEST performs all duties and responsibilities under the guidance and supervision of the Senior Manager, Guest Services and Cultural Relations, AFI FEST.