

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Inclusion and Diversity
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Manager, Inclusion and Diversity will oversee administrative and organizational support for the Nancy Malone Woman's Initiatives Programs and the Office of Fellow Affairs. The Manager is responsible for assisting current AFI fellows and alumni in support of the Conservatory's mission of diversity. This includes supporting the Industry Bridge Programs from application to execution; supporting the evolving program curriculum to sustain inclusion at AFI Conservatory; as well as scheduling, coordinating and managing workshops, trainings, salons and events.

PRINCIPAL DUTIES:

- Participate in the creation of a five-year strategic plan for Inclusion at AFI Conservatory
- Oversee the application process for all Inclusion programs, which includes promotion, production, selection and reader dissemination, ensuring the process is well documented and follows established guidelines.
- Support all "Bridge Programs," which currently include NBCUniversal, Lifetime, FOX Filmmakers Lab, Fox DP Lab, The Cinematography Introductory Intensive for Women, the Half Foundation and Disney .
- Participate in the strategy to find and shape Inclusion programs at AFI and throughout the industry.
- Support Alumni Affairs in maintaining alumni mailing lists.
- Support the Director, Fellow Affairs in managing Diversity and Inclusion programming for current Fellows.
- Oversee and monitor the Inclusion budget.
- Work closely with the Director, Fellow Affairs and the Nancy Malone Director of Woman's Initiatives on program curriculum needs, including scheduling and confirming classes and outreach to potential faculty, speakers and program advisors.
- Manage all Inclusion events and classes throughout the year.
- Oversee all Inclusion program databases and general files.
- Work closely with the Director, Fellow Affairs and the Nancy Malone Director of Woman's Initiatives on funding-related support for the programs, which includes research, drafting and editing reports, tracking potential donors and providing follow through on details of funding specifics.

- Promote and coordinate monthly alumnae programming in support of the Nancy Malone Director of Woman's Initiative as well as the Directing Workshop for Women .
- Provide program related support to the Director, Fellow Affairs and the Nancy Malone Director of Woman's Initiatives.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required; Master's degree preferred.
- Minimum two years' experience in project management and/or event coordination.
- Experience managing budgets.
- Experience working with diverse populations; proficiency in a foreign language preferred
- 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 at all times.
- Excellent computer skills with expertise in Word, Excel and databases in a Macintosh environment.
- Ability to negotiate challenging situations and personalities in a professional manner.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work calmly under pressure.
- Personal integrity with the ability to inspire confidence and trust.
- Capacity to thrive in the exciting, ambitious, future-oriented environment of a world-class institution and to respond effectively to changing needs and priorities.

SUPERVISION:

The Manager, Inclusion and Diversity performs all duties and responsibilities under the guidance and supervision of the Director, Fellow Affairs.