

## **AMERICAN FILM INSTITUTE JOB DESCRIPTION**

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**POSITION:** Manager, AFI Directing Workshop for Women  
**DEPARTMENT:** AFI Conservatory  
**LOCATION:** Los Angeles Campus

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### **PRINCIPAL RESPONSIBILITIES:**

The Manager, AFI Directing Workshop for Women (DWW) is responsible for providing direct support to current DWW fellows and alumnae. Additionally, the DWW Manager directs the productions of all the eight filmmakers – ensuring they adhere to the strict production requirements of AFI. The Manager is also responsible for overseeing administrative and organizational support for DWW, including recruitment, application processing, workshop training, and film production and delivery.

### **PRINCIPAL DUTIES:**

- Participate in the creation of a five-year strategic plan for DWW.
- Oversee the DWW application process, which includes promotion, production, selection, reader dissemination and ensuring the process is well documented and follows established guidelines.
- Oversee the eight DWW productions a year, making sure they adhere to the program requirements.
- Work with the Director to provide feedback on DWW applications.
- Oversee and monitor DWW budget with the Director.
- Oversee DWW office reimbursements and cost reporting.
- Work closely with the Director on curriculum needs, including serving as a liaison for faculty, scheduling and confirmation of classes and schedules, and outreach to potential faculty, speakers and program advisors.
- Manage the production of all DWW projects. This includes setting up production meetings, overseeing cost reports, tracking project elements and monitoring paperwork flow and set visits while ensuring adherence to Institute production guidelines.
- Monitor post production and manage delivery of all DWW projects.
- Serve as liaison for all workshop participants, including DWW production personnel, as well as with other AFI departments.
- Manage the annual DWW Showcase, which entails tracking all event elements, including DGA contracts, invites and handling the overall production of the event.
- With the DWW Director, manage all DWW alumnae events and classes throughout the year.
- Oversee all DWW program databases and general files.
- Oversee the summer intern process for DWW.

- Work closely with the Director on funding-related support for the program, which includes research, drafting and editing reports, tracking potential donors and follow through of funding specifics.
- Manage the processing of donations made to DWW projects and oversee the correspondence process, in collaboration with the Finance and Advancement Departments.
- Provide administrative support to the Director, the DWW participants, and alumnae.
- Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- Bachelor’s degree required with a concentration in film, television or other media production, or arts management.
- Some experience in the real-world filmmaking community is preferred but not required.
- Minimum two years experience in project management, arts administration, or producing.
- 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 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, AFI Directing Workshop for Women performs all duties and responsibilities under the guidance and supervision of the Director, AFI Directing Workshop for Women.

FULL-TIME   X   If full-time, number of months per year   12    
 PART-TIME            If part-time, number of hours per week             
 REGULAR   X   TEMPORARY

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