

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Director, Admissions
DEPARTMENT: AFI Conservatory
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Director, Admissions is responsible for the management, organization and vision of the Admissions department within the AFI Conservatory. This includes the planning, recruitment, advertising and admissions processing, as well the acceptance procedures, for all AFI Conservatory programs.

PRINCIPAL DUTIES:

- Oversee and provide vision for the AFI Conservatory admissions processes.
- Direct the admissions process from point of inquiry through enrollment.
- Collaborate with Administration and faculty to organize the annual selection process, orchestrating the review and interview of candidates, as well as counseling and notification of accepted candidates, etc.
- Keep Conservatory Administration informed of all Admissions-related matters.
- Provide detailed and accurate information on accepted applicants to Registrar's office in a timely manner.
- Maintain the confidentiality of the Admissions and selection processes.
- Supervise all regular and temporary Admissions and Recruitment staff.
- Oversee the informational phone line and email for the AFI Conservatory, for both internal and external Admissions inquiries.
- Manage and create structure and processes for Conservatory scholarship matters.
- Direct the Conservatory's recruitment effort, including materials distribution and in-person visits to film festivals, media arts centers, film programs and schools and universities throughout the country and internationally.
- Participate as a spokesperson and support resource for other AFI Conservatory staff, faculty and alumni at recruitment events and visits.
- Collaborate with current Fellows and Alumni to engage in participation at events for recruiting purposes.
- Collaborate with Fellow Affairs and Alumni Relations to serve Fellows from point of inquiry through graduation and beyond.
- Provide preliminary financial counseling to incoming Fellows.
- Collaborate with the AFI Creative Services team to schedule and coordinate the production of all AFI Conservatory program applications, catalogs, brochures, handbooks, support materials as well as information for the AFI Conservatory website.

- Implement print advertising for the AFI Conservatory by tracking copy and images for current ad deals, rates, sizes, space and art deadlines, and ordering new or updated ads from AFI Creative Services.
- Maintain a detailed knowledge of all AFI Conservatory programs, deadlines and projects in development.
- Train regular and temporary Admissions staff on all Conservatory program specifics.
- Prepare and maintain a five-year strategic plan for the Admissions office that is included in, and is reflective of, the tone of the overall Conservatory strategic plan.
- Oversee the maintenance of the AFI Conservatory Virtual Tour site and all online Admissions related pages.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required; Master's degree preferred.
- Minimum seven years Admissions experience.
- Minimum four years supervisory experience.
- Knowledge and/or experience in film and television community preferred.
- Familiarity with the tools offered to AFI fellows – camera models, basics of what is offered in grip and lighting equipment, editing systems, specific filmmaking software made available to Fellows preferred.
- Strong leadership, time management and multi-tasking skills.
- Proven ability to handle numerous tasks/projects of varying scales/scopes with appropriate follow-up and reporting activities.
- Ability to work independently while being an integral member of a high-functioning team.
- Excellent oral and written communication skills with an ability to convey complex concepts and procedures in clear, simple terms.
- Ability to establish and maintain rapport with internal and external contacts in the academic and professional environments.
- Ability to work creatively, collaboratively, and consistently to promote teamwork among colleagues.
- Exceptional problem-solving skills.
- Excellent computer skills with strong knowledge in Microsoft Word, Excel, Power Point and FileMaker Pro.
- Capacity to thrive in the exciting, challenging environment of a world-class arts institution and to respond effectively to changing needs and evolving priorities.
- Commitment to professional issues, demonstrated through strong interest in local or national committee work, research, publication, etc.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Must be able to work some evenings and weekends; some travel required.

SUPERVISION:

The Director, Admissions performs all duties and responsibilities under the guidance and supervision of the Vice Dean, Academic Affairs, AFI Conservatory.

FULL-TIME X

PART-TIME

REGULAR X

If full-time, number of months per year 12

If part-time, number of hours per week

TEMPORARY
