

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Editorial Assistant, Post Production
DEPARTMENT: Sony Digital Art Center
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Editorial Assistant, Post Production, is responsible for providing technical support to the Fellows, the Sony Digital Art Center (SDAC, AFI's post-production facility) and the Institute. In addition, the Editorial Assistant, Post Production assists the Fellows and AFI Directing Workshop for Women (DWW) participants with file-based workflows, developing curriculums, instructing classes, off-line and on-line editing, and Cycle and Thesis finishing.

PRINCIPAL DUTIES:

- Maintain media pipeline, workflow creation and ongoing implementation for Cycle, Thesis, 35mm-MOS and DWW films.
- Assist AFI Fellows and DWW participants with operational and/or technical problems for Avid, Resolve and Adobe systems.
- Assist in conforming Thesis, 35mm-MOS, and DWW films in preparation for color correction, and in creating DCP's.
- Create weekly Cycle-film distribution elements including Blu-ray and DVD disks, and PIX uploads.
- Assist in finishing and preparation of Cycle films and creation of digital master files.
- Teach AFI Conservatory workshops or training classes as needed.
- Write instructional whitepapers as new technology is implemented.
- Perform storage management, including creation and deletion of Nexis/ISIS 5000 workspaces.
- Train, manage and troubleshoot for Shotput Pro dailies-creation program.
- Troubleshoot and provide general maintenance of Avid systems.
- Coordinate with other AFI technical personnel to resolve technical issues.
- Work closely with the SDAC Operations Manager to manage workloads and deadlines, perform technical forecasting, and plan technical staffing.
- Implementation of new technology and strategic adherence to emerging workflows.
- Remain current with changing technology as it applies to AFI (through community outreach, classes, Internet research, etc.).
- Participate in the procurement and editing of video exhibition of AFI sponsored events.
- Oversee off-line and on-line editing of assigned AFI-sponsored projects.
- Assist other AFI departments in the creation of distribution media, including master tapes and digital files.
- Participate as a post-production crewmember on AFI-sponsored projects.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum two years post-production equipment and techniques experience.
- Minimum two years Avid editing and technical experience.
- Minimum one year teaching in a classroom environment.
- Avid Certified Instructor training desirable.
- Minimum one year DaVinci Resolve for on-line and conform experience.
- Knowledge of color science, on-line/conform, VFX, and DCP's required.
- Understanding of digital and film workflows required.
- Knowledge of Adobe Creative Cloud (Photoshop and After Effects) desirable.
- Knowledge of Nexis/Avid ISIS 5000 desirable.
- Excellent computer skills with expertise in Mac OS, and strong knowledge of Microsoft Word and Excel and other office software.
- Knowledge of Linux and Windows desirable.
- Highly developed customer skills with a client-friendly attitude and the ability to establish and maintain rapport with internal and external contacts.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with the 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 the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management, organizational, and multitasking skills coupled with the ability to work independently and with minimal supervision.
- Proven project-management skills with the ability to take a project from conception through completion with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Flexibility to work occasional evenings or weekends.
- Personal integrity and the ability to inspire confidence and trust.

SUPERVISION:

The Editorial Assistant, Post Production performs all duties and responsibilities under the guidance and supervision of the Operations Manager, Sony Digital Arts Center.