

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Senior Documentary Film and Special Content Programmer
DEPARTMENT: AFI Festivals
LOCATION: Washington, DC

PRINCIPAL RESPONSIBILITIES:

The Senior Documentary Film and Special Content Programmer, AFI Festivals is responsible for enhancing the programmatic vision, and maintaining a high level of excellence through the selection of documentary films and special content, for AFI DOCS, AFI FEST and the Meet the Press Film Festival.

PRINCIPAL DOCUMENTARY FILM PROGRAMMING DUTIES:

- Collaborate with the Director, Programming to actively find and champion documentary films for all AFI Festivals.
- Assist, as needed, in screening and reviewing films for possible inclusion in the festivals.
- In collaboration with the Director, Programming, develop and support the programming goals and strategy for the annual festivals.
- Remotely attend AFI Festivals Programming meetings and assist in pitching potential programming selections, publicity story ideas and other program initiatives, providing regular updates and reports to the Director, Programming.
- Oversee and work in collaboration with the Director, AFI Festivals and Director, Programming on year-round AFI DOCS programming and events in Washington DC.
- Establish and maintain relationships with filmmakers, industry, film organizations, cultural and government agencies in the Washington DC area involved with AFI Festivals.
- Attend national and international film festivals to scout films and to raise awareness of the festival and the organization.
- Track new documentary productions for possible consideration for the festivals and year-round programming.
- In collaboration with the Director, Programming, develop a detailed timeline for AFI DOCS and Meet the Press Film Festival programmatic activities, and successfully manage to that timeline.
- Oversee and manage a film screening process for AFI DOCS and Meet the Press film festivals that supports the programming goals and strategies of AFI Festivals.

- Track film submissions and screener reviews by utilizing the AFI Festivals database.
- In collaboration with the Director, Programming, participate in the film slotting process.
- Prepare and write film synopses, as well as describe the fundamental purpose and function of individual film programs and festival information.
- Assist in the consolidation and creation of content for the festival website.
- Invite and negotiate for films' inclusion in the annual festival and year-round-programming.
- Serve as AFI's primary representative to participating filmmakers during AFI DOCS and Meet the Press film festivals.
- Prepare engaging film introductions and professionally moderate film Q&A sessions, as assigned.
- Coordinate with other AFI departments and share information regarding the festivals, the films and any special needs.

PRINCIPAL SPECIAL CONTENT PROGRAMMING DUTIES:

- In collaboration with the Director, AFI Festivals develop the concept and topics for the AFI DOCS Forum taking place during the annual AFI DOCS Film Festival in Washington DC.
- Manage and execute the AFI DOCS 2018 Forum sessions.
- Develop and manage timeline for content production and execution of the AFI DOCS Forum.
- Collaborate with the Forum Producer, AFI DOCS on the Project's venue set-up and supervision of AFI DOCS Production staff assigned to the Project to ensure the goals of the Project are met.
- Identify and procure keynote speakers, panelists and moderators.
- Act as the primary contact for the session participants before and during the Project; this will include disseminating attendance information and coordinating logistics.
- Collaborate as needed with the Director, AFI Festivals and Director, Programming on special content for AFI FEST in Los Angeles CA.
- Collaborate with Director, AFI Festivals on development and management of the AFI DOCS Impact Lab.
- Collaborate with the Impact Lab Producers on the application and selection process for Lab films.
- Deliver regular status reports summarizing special programs activity to the Director, AFI Festivals and Director, Programming.

- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required, preferably in film, media or communications.
- Minimum five years experience in commercial film distribution and/or film festival programming and planning, as well as panel and filmmaker support programs, including direct supervisory experience. Knowledge of, and established, solid relationships with, specialty distributors, studios and documentary films/filmmakers is a must.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently and with minimal supervision and willingness to take direction.
- 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 (including public speaking) and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- Must be creative and have the ability to effectively manage rapidly shifting priorities and scheduling, and to work calmly under pressure and tight timelines.
- Superior database management and computer skills, with expertise in Word, Excel, PowerPoint and FileMaker Pro for a Mac environment.
- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion at all times.
- Ability to appropriately delegate responsibility to other team members as required.
- An effective team member with an appreciation for camaraderie who possess strong interpersonal skills and who enjoys working in partnership with others.
- 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.
- Flexibility to work weekends and evenings and be available by personal cell phone during non-office hours for time sensitive, business-related communication.
- Position is based out of the Washington, DC office, and some travel is required.

SUPERVISION:

The Senior Documentary Film and Special Content Programmer, AFI Festivals performs all duties and responsibilities under the guidance and supervision of the Director, Programming, AFI Festivals.

FULL-TIME

REGULAR

TEMPORARY

If full-time, number of months per year: 12 months

If part-time, number of hours per week

Dates:
