

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Teaching Specialist, AFI Silver Education
DEPARTMENT: AFI Silver Theatre and Cultural Center
LOCATION: Silver Spring, MD

PRINCIPAL RESPONSIBILITIES:

The Teaching Specialist, AFI Silver Education is primarily responsible for assisting the Program Administrator with presenting and executing the educational screening activities of the AFI Silver Theatre and Cultural Center, including but is not limited to, AFI Silver's ongoing Educational Screenings Program (ESP), collaborative programs with area colleges and universities, teachers and corporate training programs.

PRINCIPAL DUTIES:

- Support the strategic vision for education programs with integrated tactics that align with AFI Silver's goals. These programs include the following target audiences:
 - K-12 students and educators
 - Post-secondary students and educators
 - Corporate training
- Aid the Program Administrator with ongoing assessments and annual reviews of program goals and objectives.
- When necessary, prepare educational materials aligned to national, state and local standards for use by educators under the supervision of the Program Administrator.
- Provide tours of the historic theatre and AFI Silver facilities when requested.
- Greet student groups and communicate with group leaders.
- Lead pre and post screening discussions.
- Communicate with technical crew regarding screening setup and logistics.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required; Master's degree preferred.
- Minimum 5 years experience as classroom teacher of at least one academic or media-related subject at various grade levels.
- Minimum two years experience as an instructional leader or supervisor.
- Evidence of success in using media and technology in lesson planning.
- Curriculum design experience, especially using universal design.
- Strong leadership, time management and multi-tasking skills, coupled with the ability to work independently.
- Some experience with special education and disabled students, and the demonstrated

- ability to adapt instruction to all types of learners.
- Ability to represent AFI Silver's education program to a wide range of constituencies with articulate and well-crafted presentations.
 - Knowledge of emerging trends and current practices in education, especially in using technology and media to engage student learning.
 - A genuine passion for American film, television and digital media and the artists whose stories enrich our national cultural heritage.
 - Proficient in Microsoft Word, Excel and PowerPoint and familiarity with film editing programs such as iMovie, Moviemaker, etc.

SUPERVISION:

The Teaching Specialist performs all duties and responsibilities under the guidance and supervision of the Program Administrator for Education, AFI Silver Theatre and Cultural Center.