

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Manager, Administration  
**DEPARTMENT:** AFI Festivals  
**LOCATION:** Los Angeles Campus

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### **PRINCIPAL RESPONSIBILITIES:**

The Manager, Administration is responsible for managing all administrative processes and procedures pertaining to the AFI Festivals department, including temporary employee staffing, contractor and vendor agreement administration, timekeeping oversight, as well as the processing of travel request authorizations, expense reports, invoices, etc. In addition, the Manager, Administration is responsible for maintaining and managing the financial tracking and reconciliation of the AFI Festivals budget.

### **PRINCIPAL DUTIES:**

- In collaboration with the Director, Production and Operations, draft temporary staff job descriptions or contractor agreements, and submit for review and approval to Human Resources.
- In collaboration with the Director, Production and Operations, draft contracts and vendor agreements, and submit to the Office of the COO for review and approval.
- Maintain up-to-date festival staffing grids; disseminate staffing grids as appropriate.
- Report all revenue and expenses for the department, providing a regular update to the Director, Production and Operations and the Director, AFI Festivals on the trial balance report and budget, including review of all budget reports and documents.
- Meet regularly with the AFI Finance team to ensure appropriate allocations/reconciliations are accurately recorded and/or reflected in the budget and provide updates to the Director, Production and Operations and the Director, AFI Festivals.
- Track all AFI Festivals expenses, ensuring all expenditures fall within approved budgetary parameters; report any overtures to the Director, AFI Festivals.
- Create revenue deposit memos and route for review and deliver to Finance department.
- Manage and reconcile petty cash accounts.

- Approve all temporary festival staff timecards, ensuring that all time is properly allocated to the correct departmental projects (AFI FEST, AFI DOCS) on timecards; monitor seasonal staff overtime and report any significant budgetary overages to Director, Production and Operations.
- Review all Festival staff travel request authorization (TRA) forms for accuracy, ensuring the requested travel is in keeping with AFI travel guidelines; route TRAs for approvals.
- Review all staff expense reports for accuracy, ensuring all expenses have been allocated to the appropriate budget line on the expense report and are in keeping with AFI guideline; route expense reports for approvals.
- Track travel expenses against amounts projected on TRAs, and report significant variances to Director, AFI Festivals.
- Review festival guest travel request authorization forms for accuracy, completeness, allocation to correct accounts.
- Create purchase orders as needed, ensuring accuracy and correct budget allocation; route purchase orders for approvals.
- Create invoices for payment processing ensuring accuracy and correct budget allocation; route invoices for review and approvals.
- Act as point person for all vendor inquiries regarding payment.
- Working with the offices of the Chief Operations Officer, Human Resources and Finance, monitor, track and manage updates and changes to document templates, as well as AFI Festivals procedures and processes; inform and train program staff on current procedures.
- Create and maintain online and paper files for staff request forms, job descriptions, hire letters, contracts, vendor agreements, TRAs, expense reports, purchase orders and invoices.
- Other duties as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's degree required.
- Minimum three years experience in finance
- Experience managing film and/or event budgets.
- 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.
- Excellent oral and written communication skills
- Strong time management, organizational and multi-tasking skills coupled with the

ability to work independently and with minimal supervision.

- Strong diplomacy skills and professionalism are mandatory; this includes the ability to maintain complete confidentiality and discretion.
- Strong computer skills with expertise in Word, Excel, FileMaker Pro in Mac environment.
- Ability to learn and retain multi-phased tasks and technologies.  
Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Personal integrity with the ability to inspire confidence and trust.

**SUPERVISION:**

The Manager, Administration performs all duties and responsibilities under the guidance and supervision of the Director, Production and Operations, AFI Festivals

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