

PRINCIPAL RESPONSIBILITIES:

The Screen Education Specialist is responsible for executing the AFI FEST Screen Education Program. The Screen Education Specialist works closely with the AFI FEST Curriculum Specialist to develop screen education training for educators (teachers) and Teaching Artists, and to administer a screenwriting workshop for high school students in at least two (2) schools.

PRINCIPAL DUTIES:

- Execute an AFI FEST Screen Education Program that aligns with AFI FEST's goals. This includes creating teacher training designed to help high school teachers develop lesson plans that incorporate screen education into the curriculum for the fall semester, in addition to implementing a system for training AFI Alumni Teaching Artists.
- Identify, cultivate and secure LAUSD educators, AFI Faculty, and filmmakers to participate in the AFI FEST Screen Education Program's teacher training, Teaching Artist training and screenwriting workshops.
- Collaborate with the Festival Director to conduct outreach and assist with selecting Teaching Artists.
- Collaborate with the Curriculum Specialist, Screen Education to prepare educational materials for use by educators that are aligned to national, state and local standards.
- Collaborate with the Festival Director and the Programming team to identify two (2) films to screen at AFI FEST as part of the Youth and Family section.
- Collaborate with the Festival Director, Festival Producer and Programming team to organize two(2) Youth and Family screenings during AFI FEST for the two (2) schools participating in the screenwriting workshop, as well as students from other LAUSD and non-LAUSD middle and high schools, to attend. This will include coordinating transportation (i.e., buses or shuttles), parking and lunches for the students and teachers as needed.
- Collaborate with the AFI FEST Guest Services and AFI FEST Programming teams to coordinate the travel and attendance of talent from the filmmaking teams of the two (2) Youth and Family films selected to screen at AFI FEST to the festival screenings, and the in-school Q&A sessions at the two (2) schools participating in the screenwriting workshop.
- Collaborate with the AFI Creative Services and AFI Marcom teams on the development and production of print and web materials for the program.
- Collaborate with the AFI Productions team and any AFI photographers assigned to AFI FEST to capture video and photos for the program as needed.
- Perform ongoing assessment of program goals and objectives.
- Collaborate and meet with the AFI Advancement team to ensure that the goals are being met for any program components that are tied to grants, foundation gifts and/or individual giving.
- Collaborate with the AFI Advancement team on the documentation required for final grant reports.
- Provide a comprehensive wrap report (e.g., procedural outline, comments on the operation of the festival, suggestions and recommendations for improvement, etc.) as outlined in the AFI FEST policy book and deliver a digital file and a hard copy of the report to the Festival Producer, AFI FEST during the exit interview. All job specific reports and files must be well organized and submitted during the exit interview.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required; Master's degree preferred.
- Experience as a classroom teacher of at least one academic subject at various grade levels.
- Minimum two years of experience as an instructional leader or supervisor.
- Evidence of success in using media and technology in lesson planning.
- Curriculum design experience.
- 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 and written communication skills with the ability to convey complex concepts and procedures in simplistic terms.
- 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 maintain detailed records and accurately prepare correspondence, reports and other communication.
- Thorough knowledge of emerging trends and current practices in education, especially in using technology and media to engage student learning.
- A genuine passion for global cinema and the artists whose stories enrich our national cultural heritage.
- Proficient in Microsoft Word, Excel and PowerPoint.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to deal with rapidly shifting priorities in a fast-paced team environment.
- Ability to work calmly under pressure.
- Personal integrity and the ability to inspire confidence and trust.
- Knowledge of global film community, filmmakers, sales agents and distributors, a plus.
- Foreign language, especially Spanish, a plus.