AMERICAN FILM INSTITUTE
JOB DESCRIPTION

POSITION: Front End Developer
DEPARTMENT: Marketing Communications, Web Services
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Front End Developer is responsible for executing and maintaining electronic communications for all AFI programs and audiences. In addition, the Front End Developer supports the creative strategies and campaigns for, but not limited to, AFI's website and web content, with an understanding of design translation from print to social media and web uses.

PRINCIPAL DUTIES:

- Create layout and code for AFI email newsletters and web content.
- Execute and maintain e-mail newsletters and systems for AFI programs and audiences.
- Review, update and maintain website content.
- Integrate data from various back-end services and databases.
- Collaborate with the Director of Web Services, Digital Content Strategist and Creative Director to optimize Web functionality, site architecture, user interface and navigation.
- Understand the creative and marketing objectives for each project assigned and ensure deadlines for assigned projects are met.
- Maintain accuracy and attention to detail throughout the creative and production process.
- Work with the Creative Director and Director of Web Services to determine AFI's creative digital direction and contribute to ongoing evolution and maintenance of visual web style guide.
- Collaborate with and incorporate direction from AFI departments and programs.
- Handle multiple projects simultaneously while ensuring all are completed within the deadline date.
- Work with the Traffic Manager to keep projects on schedule, follow the internal approval processes and assist in removing obstacles throughout the web projects life cycle.
- Stay plugged into emerging technologies/industry trends and apply them into operations and activities.
- Proofread work for spelling and grammar to ensure accuracy and clarify of the final copy.
- Perform other duties as assigned.

EXPERIENCE/QUALIFICATIONS REQUIRED:

- Bachelor's Degree or equivalent required.
- Minimum two years real world experience designing for the web.

- Proficient in PHP, HTML and CSS.
- Experience with JQuery, JavaScript, .NET, Azure or Wordfly a plus.
- 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.
- Excellent oral and written communication skills including strong grammatical and proofreading abilities, coupled with the ability to convey complex concepts and procedures in simplistic terms.
- Excellent computer skills with proficiency with Software Application: Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Acrobat, BBEdit, Macromedia Fireworks, FTP, MS Office, all browser suites, OS X, Windows.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Ability to collaborate with all departments/levels of the organization and outside third parties in a highly professional manner.
- 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 at all times.
- Possess a positive and professional attitude with the ability to work as a member of a high-energy, results oriented team.
- Ability to work well under pressure and tight deadlines.
- Personal integrity and the ability to inspire confidence and trust.