

## AMERICAN FILM INSTITUTE

### JOB DESCRIPTION

---

**POSITION:** Coordinator, AFI Special Events  
**DEPARTMENT:** AFI Special Events  
**LOCATION:** Los Angeles Campus

---

#### **PRINCIPAL RESPONSIBILITIES:**

The Coordinator, AFI Special Events is responsible for coordinating high quality events. These include exclusive awards programs, membership events, film festival galas, fundraising premieres, board meetings, select alumni events, conservatory showcases, community and internal events. In addition, the Coordinator provides administrative support for the AFI Special Events team.

#### **PRINCIPAL DUTIES:**

- Provide project management support for AFI events throughout the year.
- Work closely with various departments to ensure events are promoted, executed and wrapped effectively.
  - Communications – coordinate event-related web and media messaging
  - Operations – coordinate with operations and facilities teams to support event execution.
  - Creative Services – coordinate the creation, approval and delivery of event related collateral materials.
  - Finance – provide information to ensure receivables and payables are reconciled properly and promptly.
  - Sponsorship – coordinate on-site sponsor fulfillment and assist with the creation of post event wrap reports.
- Manage database lists and guest records.
- Manage event RSVPs including distribution of RSVP reports and the preparation and staffing of guest registration for events.
- Create and manage event timelines and budgets.
- Coordinate on-site event activities.
- Present innovative ideas and cost savings for existing events.
- Oversee relationships with vendors; seek out new vendors for cost savings and to enhance the quality of AFI events.
- Secure venues and caterers, as necessary.
- Provide administrative support for the AFI Special Events team.
- Schedule meetings as necessary.
- Create and maintain event binders.
- Maintain event and department budgets.
- Assist with compilation of mailing lists and bulk mailings.
- Prepare financial reports; review vendor invoices and process purchase orders and expense reports.
- Solicit volunteers and oversee volunteer staff.

- Assist the Director, AFI Special Events and Sr. Manager, AFI Special Events as needed.
- Perform other duties as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's degree required.
- Minimum two years of event coordination 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.
- Can 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 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. Must be willing to sign confidentiality agreements as asked.
- Comfortable successfully negotiating with third party vendors.
- Superior database management and computer skills, with expertise in Word, Excel and PowerPoint; practical experience with social networking tools and the Raiser's Edge database system is a plus.
- 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.
- Must be able to work some evenings and weekends and be available by personal cell phone during non-office hours for time sensitive, business-related communications.