

AMERICAN FILM INSTITUTE JOB DESCRIPTION

POSITION: Festival Producer
DEPARTMENT: AFI DOCS and AFI FEST
LOCATION: Los Angeles Campus and Washington, DC

PRINCIPAL RESPONSIBILITIES:

The Festival Producer is responsible for overseeing the operations and execution of all logistical aspects of, and the film festival Production Teams for AFI DOCS (held annually in June in Washington, DC and Silver Spring, MD) and AFI FEST (held annually in November in Los Angeles, CA). The Festival Producer serves as the primary contact for staff members on matters concerning the festival's operations and event production.

PRINCIPAL DUTIES FOR BOTH AFI DOCS AND AFI FEST:

- Collaborate with the Festival Director and/or the Managing Director on the planning and execution of each of the festivals.
- Manage a full range of duties related to event production, operation and logistics for AFI DOCS and AFI FEST, including, but not limited to, overseeing all systems and services used for event organization and production.
- Collaborate with the Festival Director and/or the Managing Director of each festival on developing department/event procedures and policies and updating current policy and procedures documents.
- Prepare event estimates for new or proposed festival events to assist in the decision-making process.
- Write compelling and accurate RFPs to ensure effective vendor selection.
- Liaise and manage relationships with all festival venues, hired vendors, consultants and contractors on event production and logistics.
- Ensure all festival contracts and relationships meet AFI standards and practices as well as all local and national laws and regulations (e.g. liquor licensing, insurance, etc.).
- Collaborate with the AFI Special Event Director, AFI Talent Director, Festival Director and/or the Managing Director on VIP talent coordination for screenings and events.
- Collaborate with the AFI Advancement team on the logistics and implementation of sponsorship activation at AFI DOCS and AFI FEST; tracking and fulfilling event-related activations and benefits for AFI's major sponsors at assigned AFI events and at AFI DOCS and AFI FEST.
- Oversee the production and display of festival specific signage and promotional materials with the AFI Creative Services team and manage through completion.
- Supervise the production team's load-in and load-out of all event venues.
- Manages the temporary staff of each festival.
- Provide a comprehensive wrap report immediately following each festival as outlined in the festival policy book and deliver a digital file and a hard copy of the report to the Festival Director and/or the Managing Director of each festival. All job specific reports and files must be well organized and submitted to the Festival Director and/or the Managing Director immediately following each festival.

- Perform other duties and responsibilities as assigned.

ADDITIONAL PRINCIPAL DUTIES SPECIFIC TO AFI FEST:

- In conjunction with the AFI Human Resources team, oversee the hiring process for all temporary staff and contractors. This includes scheduling interviews, creating job descriptions, creating and sending offer letters, assisting with new hire or returning employee paperwork and managing the employee bi-weekly activity report process.
- Manage the office/desk set-up, duties/responsibilities and end-of-work wrap processes of the AFI FEST Operations and Production teams.
- Manage the master budget and collaborate with the Festival Director and AFI Finance team on reporting and reconciling all expenses and revenue.
- Collaborate with the AFI FEST Production Manager, AFI FEST Technical Director and the AFI FEST Operations Coordinator to secure in-kind vendor, venue, equipment, food and product sponsorships for the festival.
- Oversee the physical production of the festival's venues, sponsorship activations and production offices.
- Act as the primary contact for the festival's theaters, hotels and event spaces.
- Collaborate with the Festival Director, Head of Theater Operations and AFI Special Events team on the festival's red carpet event production and security team management.
- Collaborate with the AFI Advancement and AFI FEST Marketing and Publicity teams in the collection of festival impressions generated from on-site signage and festival department communications.
- Manage the updating of event specific content and communications on AFI.com and AFI.com/AFIFEST.
- Enforce AFI policies, procedures and practices and ensure AFI FEST temporary employees receive orientation and appropriate training and a copy of the Festival's Policy Manual.
- Collaborate with the AFI Talent Director on talent logistics and coordination.
- Collaborate with the AFI FEST Festival Director in the drafting and processing of all venue, contractor and in-kind sponsorship contracts for AFI FEST with understanding that such agreements will be reviewed and executed by the AFI Chief Operating Officer (COO).

ADDITIONAL PRINCIPAL DUTIES SPECIFIC TO AFI DOCS:

- Attend AFI DOCS festival meetings as necessary, including weekly production meetings, site visits, walkthroughs, etc., and maintain regular communication with all AFI DOCS festival teams as needed to sufficiently update all essential staff.
- Update and track the master production grid and critical path.
- Review the festival's environment and standard set-up (stage, sound, lighting, etc.).
- Collaborate with the AFI Silver Technical Operations Manager on managing production elements for sound, lights, stage and any other technical and staging aspects for all festival events.
- Ensure all festival theater operation teams receive appropriate training, updated schedules and relevant festival production information.
- Supply festival venues with predetermined materials and equipment, including red carpet set up, signage, lights, stage, audio, etc.

- In conjunction with the AFI Human Resources team, oversee the hiring process for all temporary and production staff; scheduling interviews, creating job descriptions, creating and sending offer letters, assisting with new hire or returning employee paperwork and managing the employee by-weekly activity report process.
- Manage the office/desk set-up, duties/responsibilities and end-of-work wrap processes for the production team.
- Collaborate with the AFI DOCS Managing Director in the drafting and processing of all venue, contractor and in-kind sponsorship contracts for AFI DOCS with understanding that such agreements will be reviewed and executed by the AFI Chief Operating Officer (COO).

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.
- Minimum five years experience in special events production.
- Experience in non-profit event production preferred.
- Minimum four years experience in related entertainment field preferred.
- Proven success producing and managing large scale, high profile events. Experience working with major Hollywood studios and/or event companies that produce large-scale entertainment or trade-show events.
- Experience working with a hotel, convention center or a multipurpose venue/facility for event production.
- Proven experience managing and reconciling the budget for a festival, film and/or event the size and scale of AFI DOCS and AFI FEST.
- Demonstrated experience drafting and negotiating contracts.
- Experience supervising physical production and managing production teams.
- Comfortable successfully negotiating with third party vendors.
- Experience drafting in-kind sponsorship proposals and negotiating barter deals.
- Superior database management and computer skills, with expertise in Microsoft OS and FileMaker Pro.
- 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 leadership, 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 calmly under tight deadlines and 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,

particularly during the three months leading up to each festival, and during the run of and immediately following each festival.