

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Manager, Conservatory Lighting Services
DEPARTMENT: Production Equipment Services
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Manager, Conservatory Lighting Services is responsible for managing the daily operations and staff of the Conservatory Lighting Services (CLS), a sub department of Production Equipment Services, which provides grip and electric (G&E) equipment for Cinematography classes, Conservatory and AFI productions.

PRINCIPAL DUTIES:

- Manage and schedule the CLS staff, daily workflow and activities.
- Oversee the G&E material resources and computer inventory, as well as the Loss and Damage (L&D) process for CLS, Conservatory Camera Department (CCD) and the Cinematography curriculum.
- Create, track and manage the purchase orders and budgets for CLS, CCD and the Cinematography curriculum.
- Oversee maintenance of three CLS facilities: Manor House, Grip Annex and Sound Stage Equipment Room.
- Manage and track G&E physical and computer equipment inventory.
- Coordinate maintenance of CLS equipment with the Technical Coordinator.
- Provide instruction and advise Fellows regarding equipment needs for their productions, including the proper and safe use of equipment.
- Manage, schedule and approve the allotment of G&E equipment for Cycle, Thesis, Visual Essays and DWW as well as any other AFI productions.
- Collaborate with Cinematography faculty on class equipment needs.
- Determine CLS sub-rental equipment and expendables needs and order from vendors for classes and production.
- Manage all production and class G&E request lists in the Flex inventory system.
- Consult with and advise Cinematography Fellows regarding their lighting ideas, plans and equipment requests.
- Recommend alternate ways for Fellows to accomplish their creative goals using equipment from AFI and from outside vendors when appropriate.
- Instruct Cinematography Fellows on proper use and safe rigging of lighting and grip equipment.
- Instruct Fellows on how to analyze needs and submit G&E requests.
- Create and manage all equipment checkout forms and post online.
- Maintain communication with the Technical Coordinator regarding checkout and check-in logistics.
- Manage the "on call" process during weekends and evenings to respond to production teams regarding equipment issues.
- Liaise with vendors regarding equipment purchases and repairs.
- Coordinate with the Administrative Assistant regarding L&D process and Purchase Orders.
- Source new vendors for G&E purchase and rental needs.

- Project equipment needs for CLS and recommend equipment purchases and rentals to the Director of Production Equipment Services.
- Perform other duties and responsibilities as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's Degree required.
- Minimum five years administrative experience.
- Minimum five years of experience in cinematography, film production and equipment rental.
- Minimum three years supervisory experience.
- Extensive knowledge of Lighting and Grip equipment, parts and usage.
- Exceptionally detail-oriented with the proven ability to handle numerous tasks with appropriate follow-up and reporting activities.
- 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, including the ability to convey complex concepts and procedures in simplistic terms.
- Strong time management and multi-tasking skills coupled with the ability to work independently and with minimal supervision.
- Strong diplomacy skills and professionalism are mandatory.
- Strong computer skills with strong knowledge in Microsoft Office, Adobe Acrobat Professional and QuickBooks in a Mac environment.
- 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.
- Working knowledge of computer inventory systems preferred.
- Valid Driver's License.