

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Materials Coordinator  
**DEPARTMENT:** AFI FEST  
**LOCATION:** Los Angeles Campus

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### **PRINCIPAL RESPONSIBILITIES:**

The Materials Coordinator is responsible for overseeing the collection of materials for the festival's confirmed films. In addition, the Materials Coordinator is also responsible for the festival's master signage spreadsheet and will liaise between AFI Creative Services and AFI FEST Operations team on the production and placement of AFI FEST signage.

### **PRINCIPAL DUTIES:**

- Collaborate with AFI FEST Guest Services, AFI FEST Programming, AFI FEST Publicity and AFI Mar-Com teams to devise a plan for the collection of film stills, trailers, director headshots and director biographies that will be used for the AFI FEST Program Guide, Quick Guide, website, iPhone App and venue signage.
- Coordinate with the Director, Production and Operations, the Manager, Operations and the Manager, Materials and Visual Content in creating a map for the placement of printed and digital signage at the festival.
- Collect and organize submitted materials and image files in the AFI FEST Server.
- Assist the Director, Production and Operations and Coordinator, Operations in creating a map for the placement of signage at the festival.
- Collaborate with the AFI Creative Services team to oversee the editing, production and delivery of AFI FEST signage.
- Work within the deadlines set by the AFI Creative Services team to ensure each film's materials are collected and available for placement in the festival guides.
- Oversee the collection of film posters, both physical and digital and work with the AFI FEST Operations and the AFI FEST Publicity teams on the poster presentation at the festival.
- Organize all delivered signs and signage installations with the assistance of an AFI FEST Production Assistant or Volunteer.
- Collaborate with the Manager, Materials and Visual Content on a daily basis during the festival to ensure signs are distributed on time and in their proper locations.

- Create a schedule with the Director, Theater Operations and Presentations and the Assistant Manager, Theater Operations on the daily display of film posters in light boxes or other appropriate means of display at any festival venue.
- Assist the Manager, Materials and Visual Content with the coordination of digital content as needed.
- Supervise a team of volunteers.
- Complete job specific reports and organize files prior to exit interview.
- 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 Director, Production and Operations 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.
- Minimum two years experience in film festival administration.
- Knowledge of and experience with day-to-day office operations.
- 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 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.
- Excellent computer skills with strong knowledge in Word, Excel, PowerPoint, Photoshop, Acrobat, FileMaker Pro and be Mac proficient.
- 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.

#### **SUPERVISION**

The Materials Coordinator performs all duties and responsibilities under the guidance and supervision of the Materials and Visual Content Manager, Festival Producer and the Director, Programming.