

**PRINCIPAL RESPONSIBILITIES:**

The Operations Assistant is responsible for a high level of multi-tasking across all core administrative functions. In addition, the Operations Assistant acts as a liaison across the organization to facilitate exchange of key information and ensure the Festival office functions effectively and efficiently.

**PRINCIPAL DUTIES:**

- Assist the Operations team with the day-to-day office logistics for temporary festival staff, including work space set-up, submitting and tracking completion of IT requests to the AFI Human Resources team, supply ordering and maintenance of coffee area, storage and paper supply.
- Coordinate the distribution of materials to new hires, which includes the Festival Policy Book and contact information sheet.
- Collaborate with the Manager, Operations on the distribution of keys and computers; updates and maintains key and computer tracking logs.
- Assist the Festival Producer and the Manager, Operations in the day-to-day finance and budget operations, which includes creation and distribution of purchase orders and invoices.
- Collaborate with the Manager, Operations to coordinate the distribution, recording and reconciliation of petty cash.
- Update and maintain the master budget and produce bi-weekly budget reports for finance meetings.
- Collect and distribute daily mail, answer general AFI FEST email inquiries and manage the 1.866.AFIFEST information phone line.
- Update, maintain and distribute the AFI FEST contact sheets.
- Collect bi-weekly activity reports for all AFI FEST staff, obtain approval signatures from the Festival Producer or the Festival Director and submit to the AFI Human Resources department.
- Record minutes during weekly staff meetings and compile and distribute to the FEST department heads.
- Collaborate with the Production Supervisor on securing and distributing festival parking vouchers for staff.
- Assist the Manager, Operations in the preparation and completion of the comprehensive wrap report. Create and maintain a folder of all job specific reports and files, which must be well organized and submitted to the Manager, Operations during the exit interview.
- Perform other duties and responsibilities as assigned.

**EXPERIENCE/SKILLS REQUIRED:**

- Bachelor's degree required.
- Minimum two years experience in event and/or film production, with specific experience updating a budget, drafting invoices and working with vendors in a film or event production office environment.
- Knowledge of the international film community.
- 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.
- Strong computer skills with expertise in Word, Excel, FileMaker Pro in 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.
- Foreign language skills a plus (particularly, Spanish and French).