

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Contracts Administrator
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Contract Administrator is responsible for the review and administration of all contractual business commitments of the American Film Institute.

Working closely with all levels across the AFI organization, from senior management to program/department heads and staff, this individual leads and coordinates Institute-wide and program-specific contract creation/development and review of agreements and the performance of administration activities.

The Contracts Administrator works closely and collaboratively with external third parties and AFI's external legal representation, Akin Gump Strauss Hauer & Feld LLP, on all non-personnel legal matters related to the Institute and its individual programs/departments, including AFI Conservatory, AFI Exhibition, AFI Archive, AFI Productions, AFI Special Events, AFI Operations and AFI Finance.

This role ensures AFI operates in accordance with the policies and procedures of the organization, and that the organization receives and fulfills the deliverables and considerations outlined in its agreements.

In addition to the above, specific duties include:

- Collaborate with internal staff to provide guidance for the purposes of contracts/agreement creation and development.
- Collaborate with both internal staff and external third parties in gathering all relevant information needed for contracts/agreements.
- Review the following contracts/agreements ensuring accuracy and compliance with established AFI language guidelines:
 - Venue/Service agreements
 - Sponsorship/Grant agreements
 - AFI facilities rental agreements
 - AFI asset licensing agreements
 - AFI trademark renewals
 - AFI Conservatory Faculty Agreements
- Collaborate with external legal representation and internal departments to ensure all contracts/agreements are in compliance with state and federal regulations.
- Provide clear and concise details of all contracts/agreements revisions, edits, etc. to staff.

- Ensure all contracts/agreements are complete and include any and all supporting documentation needed.
- Create and maintain a comprehensive contracts/agreements database and filing system designed to preserve historical records.
- Oversee the day-to-day coordination of all contract/agreement administration for the organization, including developing and maintaining processes, and adherence to contractual obligations.
- Analyze and revise company contract strategy as needed to ensure organization and effectiveness.
- As directed by external legal representation, negotiate terms for contracts/agreements when needed.
- Perform other duties and responsibilities as assigned by the AFI President and CEO, AFI Chief Financial Officer, or their designee.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree in Business Administration, Legal Studies, Management or similar field required; Master's preferred; Paralegal certificate desirable.
- Minimum four years of professional experience in Contracts Administration or related field.
- Demonstrated knowledge of legal requirements and compliance pertaining to relevant contracts.
- Previous experience at an arts/entertainment organization, or non-profit organization desirable.
- A commitment to excellence.
- Personal integrity and the ability to inspire credibility, confidence and trust.
- Exceptional interpersonal skills, including outstanding written and verbal communication abilities. Possess the innate ability to establish and maintain rapport with others.
- Strong time management, organization and multi-tasking skills, coupled with the ability to work independently and with minimal supervision.
- Proven ability to handle numerous details and provide appropriate follow-up and resolution.
- Excellent computer skills with expertise in Microsoft Word in a Mac environment.