

AMERICAN FILM INSTITUTE

JOB DESCRIPTION

POSITION: Coordinator, Special Events
DEPARTMENT: Special Events
LOCATION: Los Angeles Campus

PRINCIPAL RESPONSIBILITIES:

The Coordinator, Special Events is responsible for providing support to the Special Events team to produce high quality events including awards programs, membership events, film festival galas, board meetings, and Conservatory events. In addition, under the guidance of the Director, Special Events, the Coordinator plans and executes small scale events located on AFI's Campus.

PRINCIPAL DUTIES:

- Plan and execute smaller scale events on campus such as breakfasts, luncheons, screenings and receptions.
- Manage Will Call for AFI FEST Gala nights.
- Manage event RSVPs, including distribution of RSVP reports and the preparation and staffing of guest registration, for all events.
- Function as main point of contact for other AFI departments in support of event execution.
- Solicit and manage event volunteers.
- Create and manage select event timelines and budgets.
- Maintain Special Events department budgets.
- Prospect research and reporting.
- Research venues, caterers and other vendors, as necessary.
- Manage database lists and guest records.
- Assist with compilation of mailing lists and mailings.
- Prepare gift acknowledgement letters and pre-sell letters.
- Review vendor invoices and process purchase orders and expense reports.
- Maintain inventory of event materials and archives.
- Create and maintain event binders.
- Schedule meetings as necessary.
- Assist the Director and Sr. Manager, AFI Special Events, as needed.
- May be called upon to assist and provide phone coverage for the Chief Advancement Officer and President and CEO.
- Perform other duties as assigned.

EXPERIENCE/SKILLS REQUIRED:

- Bachelor's degree required.

- Minimum two years of event planning experience.
- Must have excellent communication and organizational skills, including strong grammatical and proofreading abilities.
- Proven ability to handle numerous details concurrently, with appropriate follow up tracking and reporting activities.
- Strong self-motivation and self-initiative; ability to take direction as well as work independently on multiple projects.
- Proactive and able to work independently using good business judgment.
- Ability to handle confidential information with discretion. Must be willing to sign confidentiality agreements if needed.
- Comfortable negotiating with third party vendors.
- Superior database management and computer skills, with expertise in Word, Excel and PowerPoint; practical experience with Social Tables seating program and Tessitura database system is a plus.
- Can-do flexible attitude and demeanor, and willing to “roll up sleeves” and pitch in as needed.
- Must consistently demonstrate a friendly and cooperative attitude with staff, donors, sponsors and event guests.
- Valid driver's license and a vehicle that can be used for business as needed.
- 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.

SUPERVISION:

The Coordinator, AFI Special Events performs all duties and responsibilities under the guidance and supervision of the Director, AFI Special Events.