



The AFI Conservatory uses alumni admissions readers and interviewers during the admissions process. The following is a brief timeline of the Admissions process:

- September 1 – December 1, 2019: Applications Open
- December 1, 2019: applications close
- Mid-December 2019 to Mid-January 2020: applications are read
- January 27, 2020 – March 6, 2020: Candidates Interviewed
- mid-March 2020: Final admissions notification sent to candidates

Alumni interested in being a reader or interviewer must meet the following criteria:

- Successfully completed the AFI Conservatory and earned an MFA or Graduate Certificate
- Must be legally allowed to work in the United States
- Must be available for a training either via the web, in person, or phone before December 16, 2019
- Must be available to read applications from December 16, 2019 to January 20, 2020
- Must be able to give a complete and sufficient review of the applicants' materials and why they should or should not be interviewed
- If also interested in interviewing, must be in Los Angeles and available January 27, 2020 to March 6, 2020
- Must be willing and able to submit bi-weekly timesheets via the ADP payroll system

Alumni reviewers may work remotely. Reviewers may be responsible to read anywhere between 30-75 applications depending upon how many applications are received. It takes anywhere from 20-45 minutes to successfully read an application and submit a review.

Alumni interviews can expect to dedicate at least 4 hours a morning or afternoon to interviewing candidates. Alumni interviews will be paired with current faculty or AFIC staff during the interview. Applicant material is available beforehand to review. Interviewers are expected to be familiar with the applicant's material before the interview.

Please note, not all disciplines use alumni readers/interviewers. **We are especially looking for help in the Directing and Producing programs.** If you graduated from another discipline and are interested, please feel free to submit an application, but reader positions may not be available.

The Admissions Reader position is considered employment by the American Film Institute. This payment is considered taxable income to the U.S. Internal Revenue Service, and you will work with the AFI Human Resources Office to set up how you will be paid. **Compensation is \$15/hour.**

**If interested, please fill out the application and send via email by November 1, 2019 to:**

Jill Murrin  
Senior Manager, Admissions & Recruitment  
JMurrin@AFI.com

**Selected alumni will be notified by November 8, 2019. AFI Human Resources will contact you to fill out employment paperwork. These must be submitted in a timely manner so you can be trained before application reviews are sent out.**

**AFI CONSERVATORY**  
**FALL 2020 ALUMNI ADMISSIONS READER / INTERVIEWER APPLICATION**

NAME: \_\_\_\_\_

GRADUATION YEAR, DISCIPLINE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

1. For which are you available and interested in?

- Reader
- Interviewer
- Both

2. Why do you want to be an Admissions reader and/or interviewer?

3. Explain how you work in independent situations.

4. How will you be able to juggle your personal and professional commitments with being an alumni reader or interviewer?

**QUESTIONS?**

Please contact Jill Murrin with any questions you have regarding the job description or general inquiries.

Jill Murrin  
Senior Manager, Admissions & Recruitment  
323.856.7842  
JMurrin@AFl.com