



Job Opening
June 11, 2015

JOB TITLE: Project Manager
DEPARTMENT: MP/TV (ESDC)

LOCATION: NYC

BASIC FUNCTION:

Manage locations department

WORK PERFORMED:

- Work with productions to identify and facilitate the clearance of and use of potential locations for film, television and commercial projects; first level of contact and communication with potential clients calling for locations or for assistance with a location.
- Maintain and expand the extensive library of location files kept by the department.
- Catalogue, update, expanded and document both physical photographs and digital locations files; digital files require electronic manipulation and enhancement
- Location files are open for use by the public i.e. clients working on projects. Interface with the clients on the phone and when they come in assist with their searches and inquiries; maintain the files and keep in proper order.
- Maintain extensive lists of vendors and facilities around the state as well as identify and qualify soundstages that might qualify for the Empire State Film Production Credit.
- Track filming that actually happens at the locations around the state as well as maintain lists of productions which have filmed, are filming or will be filming in the state.
- Update and upkeep website
- Supervise interns

EDUCATION & REQUIREMENTS:

Education level required:

- BA preferably in film production, communications or other relevant business field
- 3+ years direct experience in film location management preferred
- Sound verbal, written and problem solving skills
- Proficient in Adobe Photoshop, PowerPoint, Access, Microsoft Word; knowledge of Microsoft Excel

Additional Requirements: Candidate must be a trouble shooter / problem solver who thinks creatively and can negotiate forcefully with other government agencies as well as property owners and vendors around the state. Candidate must exhibit the ability to see and anticipate the big picture as well as the small details. Must be nimble in thinking and problem solving. Strong follow through is required as clients with whom we work usually need immediate assistance and often have hundreds of thousands of dollars at stake.

APPROXIMATE HIRING SALARY:

Up To \$60,000

INQUIRE

Maria Gately, HR Manager - Human Resources Dept., ESD Corporation

DEADLINE: At least two weeks or until the position is filled.

Internal Candidates: COMPLETE A POSTING APPLICATION AND ATTACH A COPY OF RESUME

External Candidates: SEND RESUME TO: Resumes@esd.ny.gov

AN EQUAL OPPORTUNITY EMPLOYER