



Job Opening

Job Posting: 5/14/2021

**Application Deadline: 30 days or until
position is filled**

JOB TITLE: Sr. Project Manager, MPTV II
DEPT: Motion Picture & Television

LOCATION: NYC

BASIC FUNCTION: Implementation and administration of new and existing programs relating to the growth of the motion picture and television production industries, post-production industries and theater industries across NYS. The Sr. Project Manager will bring new project ideas to the team, developing and presenting plans and strategies for execution. They will lead and assist on various projects determined by interests, abilities and departmental needs.

WORK PERFORMED:

- Draft memos, talking points, briefings, strategic communications, and other materials as needed
- Conduct research in support of policy recommendations related to program areas
- Translate research into documents and spreadsheets
- Execute projects with team members and independently
- Participate in internal planning to develop and implement projects and policies
- Hold external stakeholder and industry meetings to support and guide productions
- Develop and implement strategies for office to identify opportunities to grow New York's share of the film and media production industry, support New York's existing industry, as well as address potential industry challenges
- Monitor and analyze industry trends and sources to identify and actively recruit new productions and jobs to New York State; develop strategic lines of approach to present to Executive Director
- Prepare and update reports on production activity around the state, including economic impact assessment and detailed economic/hiring profiles of specific productions.
- Draft and track correspondence, responding on behalf of the office to inquiries from industry stakeholders, the public, and state government colleagues
- Participate in the establishment of strategic partnerships and working relationships with educational institutions, non-profits, state government colleagues and others to expand the mission of MPTV and support development of opportunities for a broad and diverse industry workforce across the state
- Participate in the maintenance and growth of extensive directories of vendors, facilities, and unique locations around the state.
- In collaboration with colleagues, manage industry communications, strategically promoting and marketing NYS to industry decision makers
- Triage and facilitate office's participation and partnership on external events- speak on behalf of NYS as needed
- Generate image-based materials in support of marketing initiatives, including annual reports, webpages, and other applications
- Think strategically and problem solve by actively contributing to discussions and the execution of long-term policy visions and short-term crisis management
- Other duties as assigned

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

EDUCATION & REQUIREMENTS:

Education level required: Bachelor's degree preferably in economics, political science, government, international relations, business development and film/TV/Media.

Relevant experience required: 5+ years. Preferred candidates should have some of the following skills: Experience with public policy analysis. Excellent formal, media, and strategic writing. Familiarity with film/tv/theater production and/or post-production. Experience working in a government setting. Familiarity with New York State. Understanding of economic ecosystems. Experience with project collaboration. Experience working in office settings. Experience both leading and following on project execution. Strong attention to detail and independent follow through are extremely important.

APPROXIMATE HIRING SALARY: \$69,952-80,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – Sr. HR Manager - Human Resources Dept.

External Candidates: Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body

Internal Candidates: Complete [Posting Application](#) and attach a copy of resume

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