



Job Opening

Job Posting: 6/22/2021

**Application Deadline: 14 days or until
position is filled**

JOB TITLE: Manager, Industry Communications & Devel.
DEPT: MPTV

LOCATION: NYC

BASIC FUNCTION: Design, develop and deliver communication, events and businesses development programs and initiatives that align with New York State Governor's Office of Motion Picture & Television Development, a part of Empire State Development mission; namely supporting, fostering and growing film and tv production across NYS and serving as the liaison between the film & television industry and city, state and local governments, agencies, and authorities. Support the 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.

WORK PERFORMED:

- Develop talking points, briefings, communications, and other materials as requested
- Drive research in support of policy recommendations
- Execution of strategic partnerships within motion picture industry
- Compile, track and coordinate with team on research proposals
- Participate in internal planning to develop project policies and best practices
- 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 to identify new productions and jobs to New York State
- Prepare and update reports on production activity around the state
- Track correspondence, draft response on behalf of MP/TV team to inquiries from industry stakeholders, the public, and state government colleagues
- 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
- Coordinate and participate in external events across NYS
- Actively participate in discussions involving policy vision and crisis management solutions
- 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 directed by management.

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, political science, government, international relations, business development and film/TV/Media. Relevant experience required: 4+ 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. Experience with project collaboration. Excellent analytical, written and verbal communication skills a must. Strong organizational and problem-solving skills desired.

APPROXIMATE HIRING SALARY: \$62,400 - \$72,400 (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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