



Job Opening

Job Posting: 5/20/2021

Application Deadline: 14 days or until position is filled

JOB TITLE: Project Associate
DEPT: Motion Picture & TV

LOCATION: NYC

BASIC FUNCTION: Assist in 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. Help the team with various duties and responsibilities working to develop, implement and execute office operations and functions. The Associate will be an integral part of the team working under the direction of the Executive Director, Deputy Director, and other staff. Assist with and lead various projects depending on their interests and abilities and departmental needs.

WORK PERFORMED:

- Conduct research in support of the development of policy recommendations related to program areas
- Assist in the development and implementation of projects and initiatives undertaken by the Department
- Assist with creating and maintaining office to-do lists and databases of information
- Screen calls, make travel arrangements, and maintain appointment calendar for supervisor, as assigned
- Conduct research and analysis on industry trends, public policy, events, news, and other areas
- Participate in internal planning to develop and implement projects and policies
- Translate research into documents and spreadsheets
- Execute projects with team members and independently
- Assist with industry outreach and relations and problem solve as necessary
- Assist with various aspects of project execution, as appropriate
- Other appropriate duties/projects as assigned by management

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

EDUCATION & REQUIREMENTS:

Education Level required: Undergraduate degree, or equivalent experience, in Public Administration, Business Administration, Public Policy, Urban Planning or related field

Relevant experience required: 1+ years' of experience in relevant areas. Some policy experience. Administrative or office management experience.

Knowledge required: Excellent interpersonal skills. Excellent communication skills (written and verbal). Proficiency in Microsoft Word, Excel, Access and PowerPoint.

Familiarity of state-related projects and with film/tv/theater industry practices and operations preferred.

Ability to work successfully as part of a team a must

APPROXIMATE HIRING SALARY: \$57,000 (w/ comprehensive benefits package)

INQUIRE

Ruth Parris – 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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