



Job Opening

**Job Posting: June 8, 2018**

**Application Deadline: July 8, 2018**

**JOB TITLE:** Project Associate  
**DEPT:** Economic Incentives

**LOCATION:** NYC

**BASIC FUNCTION:**

Review and analyze applications submitted to the Film Tax Credit Program. Assist Director and Program Managers with correspondence and other business-related tasks.

**WORK PERFORMED:**

- Monitor and manage flow of applications submitted from entertainment industry production companies; applications are received for the Film Tax Credit Program; Post-Production Tax Credit Program; Commercial Tax Credit Program; and the Music and Theatrical Production Tax Credit Program
- Answer the Department's main phone line, answering Program related questions and/or directing Applicants to the appropriate Program Manager
- Review application materials for completeness and follow up with applications for missing information
- Manage data using various program databases and ensure that project information is accurate in information management systems
- Run queries from the Film database to respond to and verify internal requests for data
- Schedule and hold meetings with production accountants, producers and others

**EDUCATION & REQUIREMENTS:**

Education Level required: Bachelor's degree in business, public administration, accounting, or another business-related field.

Relevant experience required:

Excellent written and verbal communication skills. Strong organizational, problem-solving, and analytical skills. Ability to efficiently manage multiple projects/tasks simultaneously, takes initiative, and works independently. Familiarity with business, not-for-profit, and governmental agencies, and general knowledge of New York State's geography and economies. Strong attention to detail and independent follow through are highly important.

**APPROXIMATE HIRING SALARY:** Starting at \$48,671 (w/ comprehensive benefits package)

**INQUIRE**

Shawn Bryant, Human Resources Manager, ESD Corporation

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

**External Candidates: SEND RESUME TO: [Resumes@esd.ny.gov](mailto:Resumes@esd.ny.gov)**

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