

Job Opening

Job Posting: April 2022

Application Deadline: Two (2) Weeks

JOB TITLE: Sr. Project Manager, Strategic Planning, Partnerships, & Programs: Film, Tech, & New Media

DEPT: Tech and New Media

LOCATION: NYC

BASIC FUNCTION:

The Sr. Project Manager will work closely with the Film, Arts, & New Media Staff, other key ESD departments, Governor's Office, State and local agencies, Film Tech & Media Industries and other stakeholders as needed in order to maintain ESD's role as a premier economic development agency and manage projects and teams in order to ensure New York's economy continues to strategically grow, prosper and reflect the diversity that is New York State.

Sr. Project Manager will manage, plan and coordinate discussion and implementation of policy and research related to the economic and political implications of developments in the industries. Assist in implementing the New York Entertainment Workforce Diversity Grant Program and other relevant Workforce development initiatives in the Film, Arts and New Media areas, including but not-limited-to reforms and changes with regulations. Lead and/or assist with the execution of key industry partnerships and events and collaborate on the creation and implementation of new programs and policies related to the Film, Arts, and New Media sectors.

WORK PERFORMED:

- Participate in discussions with the industry and Governor's office regarding New Media, Arts, Digital, Film and TV Industries.
- Track and summarize, for the MPTV and Tech and New Media departments, external trends, developments and relevant policies and politics affecting ESD and NYS vis-a-vis the Film, Tech, Media and related changing industries.
- Think strategically and problem solve by actively contributing to discussions and the execution of long-term policy visions and short-term crisis management.
- Strategically assist the SVP in all needs as new tasks and projects arise.
- Assist with and execute events and partnerships with key stakeholders.
- Assist in managing the implementation and rollout of The New York Entertainment Workforce Diversity Grant Program, the Film Production Training Program, and other workforce development initiatives. Identify other partners for possible expansions and future programs.
- Identify potential collaborations across NY State for the Tech, Post-Production, and Digital Game Development industries.
- In consultation with additional team members, manage and maintain ESD's role as a key convener and advocate on behalf of the Film and TV production, Post-Production and Editing, and Digital Game Development industries within State government, specifically tracking within these sectors in order to ensure New York State will have the best workforce to strategically meet the needs of the growing industries
- Support development of economic development policy to increase New York State's competitiveness.
- Support the promotion of existing and new State incentives to attract and retain business in the Film and New Media industries.
- Hold themselves, internal and external colleagues, to accountable deliverables. Effectively summarize meetings and project updates within small working groups advancing collectively agreed upon objectives, delegating work and accepting responsibility for mistakes.
- 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 in Public Policy, Political Science, Economics, Media & Communications or related field (or equivalent work experience in one or more of these sectors).
Advanced Degree or Post-Graduate Fellowships Preferred.

Equivalent Experience required: 5+ years relevant experience, preferably in leadership capacities; experience conducting policy analysis, building strategies and planning execution of public policy, economic development, technology and business development; multidisciplinary background preferred

Knowledge required: Excellent project management, writing, researching, and presentation skills. Strong analytical skills and the ability to interpret data and provide relevant conclusions/recommendations/strategy. Firm understanding of the principals of economic development, State, City and regional policy and political matters. Familiarity translating public policy and press matters into policy and communication strategies.

APPROXIMATE HIRING SALARY: \$73,000 - \$83,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately – HR Recruiter, 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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