

ORANGE COUNTY CLASS SPECIFICATION

TITLE: FILM OFFICE SPECIALIST **GRADE:** 11
TITLE ABBREVIATION: FILM OFFICE SPEC **TITLE NO.:** 562930
JURIS.CL: C **SALARY CODE:** 01 **EEO CODE:** AS **FLSA CODE:** NE
DEPARTMENT: TOURISM
SUPERVISOR'S TITLE: DIRECTOR OF TOURISM

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, development and marketing work to support the film, television and multimedia production industry in Orange County. The incumbent develops and maintains productive relationships with studio and independent film producers, commercial producers, production companies, TV networks, streaming services, documentary and other media makers encouraging them to produce their projects in Orange County. Routine travel will be required, and the incumbent may be required to work flexible hours, evenings and weekends as needed. Work is performed under the general supervision of the Director of Tourism with latitude for independent judgement in the day to day operation. Does related work as required.

TYPICAL WORK ACTIVITIES:

Responds to requests and inquiries for film-related information, and conducts research when necessary;

Develops and maintains productive relationships with studio and independent film producers, commercial producers, production companies, TV networks, streaming services, documentary and other media makers encouraging them to produce their projects in Orange County;

Photographs, updates and manages information on various locations for consideration by production company location managers;

Work with filmmakers from initial inquiry until conclusion of production; troubleshoot as needed;

Researches, recommends and provides production companies locations for specific film projects to determine their physical layout, compatibility with script needs, and location proximity, location photos and availability of technical crews, talent, equipment rental, and hotel accommodations to production companies;

Conducts site tours for film location scouts;

Plans and oversees implementation of goals and objectives related to the film office; recommends and administers policies and procedures;

Updates and manages all film office social media and website;

Prepares marketing plan for film office;

Maintains a database for leads, client records, production resources, vendors, projects and monthly reporting;

Presents film related data to legislators;

Represents Orange County film industry to the press and at marketing events, conferences and festivals;

Maintain a relationship/membership with the New York State's Governor's Office of Motion Picture & Television Development, as well as networking with other Film commissions and industry associations.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of all services in your area that could be referred to a film production members; thorough location knowledge of Orange County areas and ability to apply that to the filmmaker's needs; Good knowledge of film industry resources and key industry contacts; working knowledge of Motion picture production industry and the production process including specific needs and practices; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to conduct research; ability to organize and manage projects; ability to plan and coordinate tours and special events; ability to communicate effectively both orally and in writing; ability to develop and maintain cooperative working relationships; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a bachelor's degree or higher in Radio, TV, Film, Communications, Media Study or related field and two (2) years of experience working in film, television, or related industry; OR
- (B) Completion of 60 credit hours from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees and four (4) years of experience as outlined in (A) above.

SPECIAL REQUIREMENT: Possess and maintain a valid driver's license.

ADOPTED 6/15/19 AT