

Overview

Washington Filmworks is hiring a Full-Time Competitiveness Coordinator to assist with advocacy and the administration of the Motion Picture Competitiveness Program and the Innovation Lab. The Competitiveness Coordinator is responsible for working with productions approved for funding assistance as well as helping with the redesign and launch of the Innovation Lab. The Competitiveness Coordinator will manage the communication with Washington Filmworks Board of Directors and work closely with the Executive Director on legislative strategy.

Key Qualifications

Success in this position will rely on a passion for supporting the statewide film industry, a talent for utilizing creative problem-solving, and an ability to listen to disparate needs and then prioritize responses. The right candidate is very detail oriented and has stellar organizational skills that can be maintained in a fast paced, quickly evolving environment. This position also requires strong interpersonal and customer service skills and the ability to work independently as well as collaborate with others. This position will work closely with the Executive Director and will require the individual to be a strong advocate for the film industry in Washington State.

The Specifics

Administration of Funding Programs

- Work with productions on filing applications for funding assistance, coordinate necessary legal paperwork after approval, maintain communication with approved productions and work with production on submitting necessary paperwork to secure funding assistance
- Coordinate program design for Washington Filmworks Innovation Lab program including developing updated criteria and marketing the program statewide
- Assist Director of Operations with annual contribution campaign

Advisory Board

- Staff the statewide film advisory board and assist with agenda items such as developing a jobs board, researching feasibility of a film fund and on boarding new members
 - Work will include managing communication, developing committee agendas, conducting research on group priorities and organizing quarterly meetings

Legislative Strategy

- Work with Executive Director on designing legislative strategy to increase funding for Washington Filmworks programs and developing statewide legislative leadership group

- Work will include staffing committee meetings, facilitating outreach in the field, coordinating media and attendance at Town Hall events
- Assist in production of annual Film Day event in Olympia including securing space for the event, working on promotional event and outreach to community regarding details of the event.

Support of Washington Filmworks Board of Directors

- Provide administrative support for Washington Filmworks Board of Directors including circulating meeting agendas, coordinating committee work and drafting monthly newsletters
- Work with the Governor's office to on board replacement candidates and assist with on boarding new members

Requirements

General

- Clear and concise communication style imperative and resourcefulness, good judgement and organizational skills essential
- Motion picture production experience and knowledge of line item budgets and entertainment policy & procedures

Communications

- Must be able to draft both formal and informal business correspondence with clients
- Must be comfortable speaking publicly at events and presentations
- Must be comfortable communicating with clients on the phone in an open office environment

Technology

- Must be comfortable with Apple based computer hardware
- Must be able to use Microsoft Office, Google Apps, and Apple Operating system
- Comfort with online interfaces and web apps

Desired Qualifications

- College degree preferred

Compensation

Depends on Experience, Health Benefits, Transportation Stipend

How to Apply

Submit resume and cover letter via email to resumes@washingtonfilmworks.org. No phone calls please.

About Washington Filmworks

Washington Filmworks is the not-for-profit 501(c)(6) organization that manages the production incentive program as well as a diversity of resources for the creative industries in Washington State. The mission of Washington Filmworks is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington State's film industry.