
Director of Workforce Development

Compensation: \$100,000 - \$125,000 Depending On Experience

[Invitation to Apply](#)

OVERVIEW:

Washington Filmworks seeks an experienced, creative and innovative professional to become its inaugural [Director of Workforce Development](#). The successful candidate will report to the executive management team which includes Executive Director Amy Lillard and Director of Operations and Finance, Julie Daman, and will join a growing team of professionals dedicated to creating economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington State's film industry.

WHO WE ARE:

We are Washington Filmworks, a legislatively commissioned not-for-profit 501(c)(6) organization established to manage Washington state's Motion Picture Competitiveness Program (MPCP). Being in one of the nation's most competitive markets for independent film and commercial production, Washington Filmworks provides funding assistance for feature films, episodic series and commercials through both our standard [Production Incentive Program](#) and filmmaker resources via the [Film Office](#). Our team includes prior experience in film production and distribution and accounting. We understand the work involved in telling a great story and invite you to bring your expertise to help us pay it forward for the current and next generation of diverse film and television storytellers.

In 2022, the Washington State legislature approved [ESHB 1914](#) which increased the organization's funding cap from \$3.5M to \$15M annually. This will make Washington state's film industry more competitive with other movie and television production areas, specifically with our neighbors in Oregon and British Columbia: Our specific state-mandated goals are to:

- Commit at least 20% of funding assistance to productions located or filmed in rural communities;
- Commit at least 20% of funding assistance to projects that tell the stories of underrepresented communities

The bill also includes a number of other provisions that expand and strengthen the statewide film industry including:

- Allocating a minimum of \$500,000 in FY 2023/2024 and \$750,000 annually through 2030 for workforce development opportunities focused on historically underrepresented communities

- Reserving up to \$3M for films with budgets under \$1M that are creatively driven by Washington residents

In addition to increasing the funding for the MPCP, the bill also modified Washington Filmworks’ Board making it more equitable, knowledgeable, and representative of the whole state.

Twilight, Twin Peaks, Grey’s Anatomy, and Sleepless in Seattle are just some of the movies and television shows “based” in Washington state yet filmed in other states and Canada. We believe Washington state has the diverse human talent and beautiful natural locations needed to continue to create world-class film and television projects.

For the past 16 years, Washington Filmworks is proud to have financially supported 132 productions that provided over 24,800 jobs for local cast and crew which kept the film industry working across Washington State. In 2019, Washington Filmworks launched [Whipsmart](#), a partner organization supporting Washington’s creative economy,

OUR TEAM

Amy Lillard, Executive Director and founding team member	Julie Daman, Director of Operations & Finance
Vicky Berglund-Davenport, Film Office Production Services Manager	Kayleigh Ochs, Executive Assistant
Hongmei Li, Controller	Sherrye Wyatt, Director of Rural Economic Development
Julie Borden, Operations and Administration	[You Are Here], Director of Workforce Development

THE OPPORTUNITY & OUR IDEAL CANDIDATE:

This role is an opportunity of a lifetime for a motivated, self-starter who can collaborate with filmmakers, television and online content producers, and industry hiring managers. We need you to help us build a diverse talent pipeline of professionals ready to meet the film and television industry’s production needs in Washington state for generations to come. Our ideal candidate will bring new ideas, excellent time management, and persistence to the role. The successful candidate will have prior experience building a workforce development program or

having led an already-established workforce development department. The position is 100% remote with some travel expected.

RESPONSIBILITIES:

The Director of Workforce Development will collaborate with colleagues across the organization and in the community to facilitate Strategic Planning, Community Engagement, Budgeting & Finance, Workforce Development, and Compliance.

The Director of Workforce Development role will include the following:

- Build a Workforce Development program for motion picture content in Washington state
 - Create a Workforce Development Strategy and Plan to track progress
 - Cultivate Workforce partnerships with organizations, institutions and agencies throughout the state
 - Build timelines, milestones, and performance metrics
- Create Budget with help of the Director of Operations and Finance to ensure timely and accurate reporting of our July – June fiscal year results
- Build systems and infrastructure
- Represent the organization in meetings with motion picture clients, government oversight agencies and the executive team.
- Serve as the first point of contact for motion picture clients to answer questions about workforce development initiatives.
- Manage document infrastructure and workflow to ensure that projects are on time and on track
- Regular reporting of narrative of workforce development key success metrics
- Attend meetings, conferences and / or industry events as needed.
- Assist the organization with ad hoc project management

Required Qualifications:

- This position is only open to Washington state residents. If you are out of state, we will need you to relocate to Washington state prior to your start date or within 30 days of offer acceptance.
- 5+ years experience leading a Workforce Development program
- Excellent problem solving and analytical skills
- Familiarity with the motion picture industry and typical production staffing
- Proficiency with Google Suite products and Microsoft Office products, particularly Google Sheets and Excel, respectively
- Understanding of Economic/Business Development Workforce Development Best Practices
- Organization, attention to detail, productivity
- Able to work independently and dependably

- A passion for detail and excellence in all facets and forms of communications.
- Enjoys the challenge of a high paced work environment and can deal with change and last-minute deadlines with grace and professionalism.
- Highly responsive: Manages relationships, correspondence and documents in a timely manner.

Benefits

- Health / Vision / Dental Insurance
- 401(k) Retirement Plan and Employer Contribution
- PTO: Two weeks vacation (accrued) plus 6 days of Sick and Safe Time (accrued)
- 11 Paid Holidays Annually
- 1 Floating Holiday (to be used at the employee discretion)
- Work from Home Reimbursement

Centering equity, diversity, and inclusion as an organization, and as individuals, Washington Filmworks is committed to ensuring that all employees and volunteers enjoy a respectful, inclusive, and welcoming workplace. Washington Filmworks is proud to be an equal opportunity employer. All qualified candidates will receive consideration for employment without regard to race, creed, color, national origin, sex, marital status, sexual orientation, gender identity, age, disability, honorably discharged veteran or military status, or the use of a trained dog guide or service animal by a person with a disability.

[Applications due Jan 28, 2023](#). The position will be open until filled. In your application, in addition to discussing your ability to meet the above expectations, please answer the following questions:

1. Please describe how you will build the workforce development program at Washington Filmworks. Please include your biggest accomplishments most relevant to this role in support of your plan.
2. What are your thoughts on collaborative work with specific attention to remote work?
3. How have you incorporated Equity, Diversity and Inclusion into an organization's operations?

We invite interested applicants to submit a cover letter including your answers to the 3 questions above, salary requirements, three professional references and resume to: Norman@Clear-Consulting.Biz. Please write "Director of Workforce Development" in the subject line. No phone calls please. Only completed applications will be considered for this opportunity. If you know of persons who might be a great fit for this opportunity, please forward them this document. Thank you for your time in reading this invitation.

[Film in Washington](#)