



STATE OF SOUTH CAROLINA
**Department of Parks,
Recreation & Tourism**

1205 Pendleton Street
Columbia, SC 29201

**INVITES APPLICATIONS FOR THE POSITION OF:
Film Office Project Manager**

An Equal Opportunity Employer

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OPENING DATE: 01/17/19

CLOSING DATE: 01/31/19 11:59 PM

JOB TITLE: Film Office Project Manager

CLASS CODE: AH40

POSITION NUMBER: 60020560

SLOT NUMBER:

STATE SALARY RANGE:

\$39,960.00 - \$73,935.00 Annually

AGENCY HIRING RANGE - MIN: \$39,960

AGENCY HIRING RANGE - MAX: \$52,000

LOCATION: Richland County, South Carolina

JOB TYPE: FTE - Full-Time

NORMAL WORK SCHEDULE: Monday - Friday (8:30 - 5:00)

RESIDENCY REQUIREMENT: No

RESIDENCY REQUIREMENT SPECIFICS (IF ANY):

AGENCY SPECIFIC APPLICATION PROCEDURES:

Supplemental questions are considered part of your official application. Any misrepresentation will result in your disqualification from employment. Please complete the State application to include all current and previous work history and education. A resume will not be accepted nor reviewed to determine if an applicant has met the qualifications for the position. A State application MUST be submitted electronically through the www.careers.sc.gov website.

JOB RESPONSIBILITIES:

As the junior person in the Film Office the employee will learn and participate in all processes involved in the promotion and marketing of South Carolina as a location for film, television, and

commercial marketing projects: recruiting (marketing etc), client/project management, library, incentives, auditing, grants and training. Primarily responsible for recruiting TV series and feature films to SC. Promotes and supports the building of an indigenous crew and supplier base in order to ensure that SC residents and film staff are effectively recruiting films to the State. Attend trade shows and targeted mission trips for recruitment of film and television production to South Carolina.

- Researches and prepares project sales proposals, assists in the recruitment of motion picture, television, and print industries to consider South Carolina for the purpose of developing relationships that lead to further economic development and increased tourism throughout the state.
- Function as project manager, providing support to staff in the resolution of state or local issues that may create obstacles or impede success of active projects
- Assists film office staff in the management of complex and unusual projects. Assistance is provided timely and effectively and demonstrates expert knowledge of field.
- Learn and become proficient in the day to day operations of the Film Office: Database management, web and website inputs, learn location and assignment of scouts, become proficient in knowing SC policies and procedures for the management of grants for the SC Motion Picture Incentive act of 2004.
- Conduct marketing trips, attend trade shows and other related activities to develop and maintain cooperative marketing partnerships to leverage marketing resources and develop new leads.
- Practice and promote teamwork within the Film Office, throughout the agency and with external agency stakeholders; represent the office as an active member on agency teams assigned throughout the year.

MINIMUM AND ADDITIONAL REQUIREMENTS:

A bachelor's degree in media, journalism, business, marketing, economic development or related field and a minimum of five (5) years' experience in the TV or motion picture industry, with a film commission. Relevant experience will be considered in lieu of a bachelor's degree.

Additional Requirements:

- Must be able to communicate effectively; must have knowledge of the motion picture and television production process to include being familiar with accounting and budgeting, location scouting/management and/or production management; proven skill in economic development and project management; multitasking skills.
- This position requires frequent overnight stays and weekend work. Occasional travel out of state.
- Must possess a valid South Carolina driver's license and the ability to obtain a US passport.

******Candidates MUST specifically meet these required qualifications or an equivalent combination of education and experience to be considered for this position.******

ADDITIONAL

COMMENTS:

Actual Job Location: SCPRT Central Office, Film Commission.

The South Carolina Department of Parks, Recreation & Tourism is an Equal Opportunity, Affirmative Action employer.



APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

careers.sc.gov

OR

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Job #85736
FILM OFFICE PROJECT MANAGER
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