

POSITION ANNOUNCEMENT

June 4, 2024

The Alabama Department of Commerce



Vacant Film Office Director

Location:

Department of Commerce
401 Adams Avenue Suite 625
Montgomery, Alabama 36108
[334] 242-0445

PROJECTED START DATE:

September 1, 2024

SYNOPSIS

The objective of the Alabama Film Office is to promote the State of Alabama as a location site for entertainment productions. This work is performed under general direction of the Secretary of Commerce. The Alabama Film Office Director handles administrative and management work in the planning, directing, coordinating, and promoting of the state for film, television, video, video games, and music entertainment.

DUTIES AND RESPONSIBILITIES:

- Manage and supervise film office personnel in accordance with established policies, and procedures.
- Communicate with production companies regarding inquiries related to policies of the entertainment incentive program. Provide detailed guidance pertaining to application procedures, along with the rules, regulations, and policy impact on each specific project.
- Provide leadership and direction to move film projects through the recruitment process to ensure the proper state agencies or local contacts are engaged at the appropriate time.
- Interpret entertainment industry requests relating to scripts, documentaries, commercials, and videos, etc. to effectively recommend Alabama sites that meet specific architectural, geographical and/or technical requirements for the producers in the requested time frame.
- Negotiate with interested production companies in locating to Alabama and qualifying for the entertainment incentives. Work with local municipal film offices to recommend location filming specific to production needs.
- Develop and maintain relationships with industry professionals. Follow-up with contacts to keep up with on-going projects and learn of potential production leads.

- Maintain film project files so to ensure the documentation of project developments, follow-ups, and projected deadlines are met timely and accurately.
- Create and coordinate the Alabama Entertainment Advisory Board under the direction and advisement of the Secretary of Commerce. Duties include maintaining the Board member roster and contact information; periodically calling meetings as needed or as requested by the Secretary of Commerce; planning location, itinerary, and meeting topics for discussions; and maintaining Board meetings minutes to be made available to Board members.
- Provide insight, evaluate and/or develop a competitive entertainment incentive program to attract the film and entertainment industry to expand the state of Alabama economic development.
- Performed other duties as necessary within scope of classification by the Secretary of Commerce.

Work Habits:

- Comply with all policies and procedures as set by the Departments of Personnel and Commerce.
- Plan daily/weekly work schedule.
- Maintain housekeeping to organizational standards.
- Interact professionally with co-workers, general public, and others as required.
- Comply with the Department of Commerce policy regarding attendance. (Regular and predictable attendance is an essential function of the job.)

Required Knowledge, Skills, and Abilities:

- Knowledge of the Alabama Entertainment Incentives, along with the application approval process, and audit filing to receive the incentives rebate.
- Knowledge of film industry production and business relations; film and television terminology and techniques.
- Knowledge and ability to oversee management of the agency's film industry (Reelscout) database.
- Knowledge and understanding of state government executive and legislative branches:
- *Ability to coordinate with other state departments and outside agencies.
- *Ability to develop budget recommendations.
- *Ability to communicate effectively, establish and maintain effective working relationships with public officials, state legislators, department heads, multimedia, agencies, civic groups, and the general public.

Required Minimum Qualifications:

A bachelor's degree or higher from a recognized college or university in liberal arts, business administration, marketing or a closely related field, and a minimum of three years responsible administrative experience in public relations, travel, tourism, or the film industry; or a combination of education and experience equivalent to these requirements.

Salary:

Salary will be based on experience within a range of \$85,000 - 153,000 annually.

Benefits:

Excellent benefits package included. Employees are offered a competitive benefits package which includes health and dental insurance, paid annual and sick leave, paid holidays, and a retirement program.

Resumes may be accepted via U.S. Postal Mail, Electronic Mail, and/or faxed to

**ATTN: STEPHANIE McMEANS
DEPARTMENT OF COMMERCE HUMAN RESOURCE MANAGER
401 Adams Avenue, Suite 624
Montgomery, Alabama 36130-4106
EMAIL: STEPHANIE.McMEANS@COMMERCE.ALABAMA.GOV
FAX: 334-353-1212**

Resumes received after 5:00 p.m. on July 15, 2024, will not be considered for review.

Interviews are by appointment only. If selected for an interview, applicants must travel at their own expense to the interview site. Employment references may be requested during the application process.

The Department of Commerce/AIDT is an equal opportunity employer. It is the official policy of the Department of Commerce/AIDT that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The Department of Commerce/AIDT will make reasonable accommodations for qualified applicants or employees with disabilities. The Department of Commerce/AIDT reserves the rights to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position. The Department of Commerce/AIDT participates in E-Verify, a federal law that requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.