



GAVIN NEWSOM  
GOVERNOR

STATE OF CALIFORNIA  
GOVERNOR’S OFFICE OF BUSINESS AND ECONOMIC DEVELOPMENT (GO-BIZ)

**POSITION DUTY STATEMENT**

<b>Classification Title</b> Deputy Director	<b>Unit</b> California Film Commission	<b>Name</b>
<b>Working Title</b> Deputy Director	<b>Position Number</b> 373-103-5127-001	<b>Effective Date</b>

<b>GENERAL STATEMENT</b>	
<p>The California Film Commission (CFC) is a state program within the Governor’s Office of Business and Economic Development (GO-Biz) – a staff of 18 tasked with retaining and increasing motion picture production, creating industry jobs and boosting business throughout the state. The CFC issues film permits for all state properties, administers the California Film and TV Tax Credit Program, maintains an extensive location library, offers production assistance on a wide variety of issues and works closely with cities and counties to create film-friendly policies statewide. The CFC’s staff includes dedicated civil service employees and senior staff with extensive film production experience.</p> <p>The Deputy Director works under the general guidance of the Executive Director of the California Film Commission (CFC). The Deputy Director manages the daily activities of the CFC supervising the staff, participating in budget planning meetings, communications, permitting, production assistance, government affairs, marketing, overseeing the Regional Film Partnership Program and participating in the Film Liaisons in California Statewide (FLICS) program.</p> <p>This position involves a high level of supervisory and administrative duties. Incumbent must have excellent writing, problem-solving and public speaking skills. Must have prior experience managing staff in a respectful and collaborative manner. Experience in production of motion pictures, TV shows and/or commercials, a plus. Familiarity with industry unions, guilds and associations and basic industry terminology and protocols recommended. Knowledge of state procedures, a plus.</p> <p>The Deputy Director is responsible for briefing and/or providing reports to the Executive Director on relevant information that relates to permitting activities, policies and processes of State Agencies and the Commission. In the course of the job, the following, specific duties are required to perform the job:</p>	

<b>ESSENTIAL FUNCTIONS</b>	
25%	<b>PRODUCTION / FILMING</b> Facilitate solutions to problems encountered by production companies filming in

	<p>California and act as a mediator between production companies and government. Maintain positive working relationships with CHP, Caltrans, Dept. of Parks &amp; Recreation and other state agencies involved in film permitting and help to create appropriate guidelines for each. Assist localities in the development of filming guidelines and film ordinances. Provide written documentation on unique production problems that have been resolved. Assist the Director with outreach to the Film Community and all levels of government. Act as an intergovernmental affairs representative to the motion picture industry and assists local, state and federal government in the development of film-friendly policies and procedures. Working in conjunction with the FAA, act as state point person for filming with drones. Follow-up on long-standing production issues that affect filming in the state.</p> <p>Work closely with representatives from studios, unions, trade associations (AICP, AFCEI, MPA, LMGI, etc.), regional film offices and other stakeholders on matters affecting filming in California.</p>
25%	<p><b>OFFICE ADMINISTRATION</b> Supervise CFC Permit Department, Location Library, IT and Admin staff.</p> <p>Run day-to-day operations of the CFC. Handle or oversee all aspects of hiring new staff. Assist Director in leading regularly scheduled staff meetings. Work closely with office manager on CFC budget, approve invoices and purchases, approve timesheets, create and approve staff schedules, approve absences and keep staff attendance calendar. Hold one-on-one meetings with staff, complete probationary reports and annual performance reviews. Handle employee complaints and conduct conflict resolution sessions. Facilitate progressive disciplinary measures as necessary. Hire and monitor student interns and write intern evaluations for respective schools. Oversee the updating of CFC contacts in the ReelScout database.</p> <p><b>Write</b> professional, properly formatted business letters, memos, reports, presentations, guidelines, speeches, newsletters, letters of recommendation, film ordinance reviews, production alerts, the updating of documents on CFC website, disciplinary memos, board reports, employee performance reviews, marketing materials, memorandums of understanding (MOUs).</p> <p>Supervisor training will be required.</p>
25%	<p><b>COMMUNICATIONS &amp; MARKETING</b> Answer questions from the public, industry stakeholders, production personnel and regional film offices. Create PowerPoint presentations. Attend and give presentations and/or reports (as necessary) at CFC board meetings, Fire Safety Officer Training programs, FLICS meetings, Los Angeles Citywide Film Taskforce meetings, Los Angeles County Film Liaison Meetings and Safety Advisory for Fire &amp; Effects in Entertainment (SAFFE) meetings. Create/give presentations on the use of drones and the state of filming in California. Guest speak and both assemble and moderate panels.</p> <p>Work with CFC's PR rep on quarterly CFC newsletters.</p> <p>Work with publisher of <i>Location California</i> Magazine on articles, photographs, directory and distribution.</p>

	<p>Produce CFC events (such as VIP Breakfast). Along with Director, represent the CFC at trade shows and industry events. Co-produce events with FLICS to promote filming throughout the state. Work with community partners to promote local industry events.</p> <p>Help to create ads and marketing brochures. Create and monitor CFC social media posts.</p> <p>Secure recipient of the California Golden Slate Award, presented at the annual California On Location Awards (COLAs), which is produced by FLICS. Handle all logistics pertaining to the award and recipient's presence at the COLAs.</p> <p>Stay informed on the activities of the California Film &amp; Tax Credit Program to intelligently report on the latest program developments and answer related questions when representing the CFC.</p>
15%	<p><b>REGIONAL FILM OFFICES</b>  Manage the FLICS and Regional Film Office Partnership programs that encompasses 58 film commissions throughout the state. Responsibilities include support in: outreach, marketing, government affairs, communications, events, education, press and training. Attend all FLICS meetings.</p>
5%	<p><b>OUTREACH</b>  Address groups that are interested in attracting and/or regulating film production within their region. Review local film ordinances when submitted. Publicly comment, when necessary, at City Council and County Board of Supervisors meetings. Interact with high level representatives of the film industry, state, local and federal governments and with the public at large. Revise MOU with Forest Service, FLICS, State Partners and Regional Film Partners as needed.</p>
5%	<p><b>TRACK LEGISLATION &amp; INDUSTRY-RELATED ISSUES</b>  Track all state, federal and local laws and legislative proposals and monitor their impact on the film community or state government. Duties shall include writing reports that analyze legislative bills. Write reports on certain entertainment-related issues that might affect the state.</p> <p><b>ASSIST EXECUTIVE DIRECTOR</b> with special projects.</p> <p>Other duties as assigned.</p>

**CONSEQUENCE OF ERROR**

Requirements of this position include the ability to accurately assess situations, analyze various alternatives and implement responsible courses of action that demonstrate creativity, spontaneity and flexibility. The position is a highly visible state office that is scrutinized closely by the motion picture industry, Governor's Office, Legislature, federal and local government entities, trade associations, industry unions and guilds and the media.

Misjudgment, high errors, poor administration of duties and the failure to gain and maintain effective working relationships with the partners and stakeholders of the CFC could directly result in the loss of continued State revenues and jobs generated by the motion picture industry in California.

**SUPERVISION RECEIVED**

The office is headquartered in Los Angeles. This position receives general guidance and policy direction from the CFC Executive Director and the Governor’s Office of Business and Economic Development located in Sacramento.

**SUPERVISION EXERCISED**

The incumbent supervises staff plus interns and volunteers that provide support to the California Film Commission, performs various state permitting activities and provides production assistance and location assistance designed to increase the amount of filming within California. Maintains logs and oversees staff-approved absences. Oversees procurement of equipment and supplies, assists staff with problem-solving.

**WORK HOURS & TRAVEL**

The California Film Commission office is open from 9am to 6pm, Monday through Friday. On occasion, circumstances (i.e., special projects, events) may require incumbent to work later than 6pm and/or partial weekends. Incumbent will be required to occasionally travel to Sacramento and other California locations for meetings or special events.

<b>CERTIFICATION</b>
This position statement fairly represents the responsibilities and reporting relationship of the position. If any aspect of this statement is substantially changed, a new statement will be prepared and submitted to the Human Resources Office.
I have read and understand the duties listed above and can perform them either with or without reasonable accommodation. Reasonable accommodation needs should be discussed with your hiring supervisor. If you are unsure whether you require reasonable accommodation, please inform your supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.

**Employee Signature:**

<b>Deputy Director, California Film Commission</b>	<b>Date</b>

**Employee’s Printed Name:**

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**Supervisor’s Signature:**

<b>Executive Director, California Film Commission</b>	<b>Date</b>

**Supervisor’s Printed Name:**

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**KNOWLEDGE, SKILLS AND ABILITIES****Knowledge of:**

- The motion picture production process, including pre-production, principal photography and post production. Having worked as a line producer, UPM, production executive or production supervisor would be a plus.
- The job of location manager and location scout
- Expertise in MS Outlook, Word, Excel and PowerPoint
- Expertise in managing an office and supervising staff

**Ability to:**

- Write exceptionally well (letters, memos, reports, presentations, speeches, etc.) Must have excellent spelling and punctuation skills, know how to write a professional business letter and how to properly address elected officials
- Do public/guest speaking
- Reason logically and creatively to resolve complex problems; develop and evaluate alternatives
- Coordinate and evaluate the work of others
- Treat staff, state partners, regional film partners and other stakeholders with professionalism, respect and consideration
- Calmly, fairly and professionally handle employee conflicts
- Act courteously toward the public with excellent customer service and interpersonal skills
- Excellent organizational skills and attention to detail

**MINIMUM QUALIFICATIONS**

Education: a college degree, work experience in motion picture production, and/or work experience in public policy

**DESIRABLE EXPERIENCE/QUALIFICATIONS**

- Prior employment with the State of California; an understanding of state government
- An expertise in marketing, social media, writing newsletters, designing ads & promotional material
- Ability to read, understand and track legislation and jurisdictional ordinances
- A commitment to maintain a work environment free from discrimination and sexual harassment
- Good work habits; adheres to all policies and procedures
- Ability to analyze situations accurately and take effective action
- Maintain good attendance, dependability and flexibility
- Ability to maintain confidentiality and adhere to the highest possible code of ethics
- Knowledge of industry unions/guilds and associations (AICP, AFCI, MPA, LMGI, etc.)