



GAVIN NEWSOM
GOVERNOR

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

POSITION DUTY STATEMENT

Classification Title Soundstage Program Advisor	Unit California Film Commission	Name TBD
Working Title Soundstage Production Program Advisor	Position Number XXX-XXX-XXXX-XXXX	Effective Date XXXXXX

GENERAL STATEMENT

The California Film Commission (CFC) sits within the Governor's Office of Business and Economic Development (GO-Biz). 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 throughout the state to create film-friendly policies.

Under the general direction of the Director and Deputy Directors of the California Film Commission, the Soundstage Production Program Advisor is responsible for providing program oversight for California's new Film Tax Credit Soundstage Production Program as well as performing professional and technical duties directly relating to the program's day-to-day functions.

The position involves high-level project management and technical duties. Candidate must have excellent writing, problem-solving, and project execution skills. Prior experience in managing large-scale projects and working with staff in a respectful and collaborative manner is required. Experience working with both internal and external stakeholders and effectively managing project developments and communication flow is essential.

The Soundstage Production Program Advisor is responsible for briefing and providing reports to the Director and Deputy Directors on relevant information as it relates to the effective administration and execution of the Soundstage Production Program.

ESSENTIAL FUNCTIONS	
40%	<p><u>PROGRAM MANAGEMENT</u></p> <ul style="list-style-type: none"> • Responsible for the implementation and continual development of the Film Tax Credit Soundstage Production Program working closely with Go-Biz Legal and Deputy Directors, file emergency and permanent regulations, field public comments, and be the point of contact with the Office of Administrative Law. • Establish Program Guidelines, detailing criteria on how to be a certified studio construction project. Analyze legal requirements to develop and maintain application procedures and necessary forms. • Responsible for overseeing and leading the administrative process of the Program and providing management and policy analysis. Work closely with the Program Manager in managing the funding allocation for each application window. • Serve as technical expert and recognized authority on CFC's Film Tax Credit Soundstage Production Program and application process. Meet and communicate with high profile companies involving confidential matters and discuss sensitive projects before, during, and after they apply for film tax credits. Maintain confidentiality when working with high-level executives on tax credit applications. • Establish and maintain guidelines for Diversity Workplan requirement.
40%	<p><u>SOUNDSTAGE CERTIFICATION</u></p> <ul style="list-style-type: none"> • Establish procedures to verify a qualified motion picture has met the criteria established for filming in a certified studio construction project facility. • Review and analyze application submissions, including but not limited to, project labor agreements or evidence by the qualified taxpayer certifying that a skilled and trained workforce will be used to perform all construction work on the proposed project. • Work closely with tax credit program analysts in evaluating submissions and calculations of credit allocations based on qualified expenditures. • Review and approve, if necessary, monthly reporting requirements submitted by approved applicants. • Work with CPA firms to verify the total amount of payments to third-party vendors or qualified wages for operation, maintenance, and repair of the certified soundstage. • Establish agreed upon procedures, outlining audit requirements, penalty provisions, and final requirements to receive tax credit certificate. • Review and analyze audits, performed by third-party Certified Public Accountants, to ensure agreed upon procedures have been utilized and requested tax credits due are accurate.
10%	<p><u>PROGRAM REPORTING</u></p> <ul style="list-style-type: none"> • Responsible for composing reports, as mandated by the statute, or

	<p>requested by the Director, including the annual Diversity Report.</p> <ul style="list-style-type: none"> • Work closely with Go-Biz I.T. in overseeing the development of a database system for tracking program applications, estimated credits allocated and certified, and all other relevant program data. • Oversee and produce reports to track statistical information required, such as type of productions, expenditures (wages and spend), budget ranges and diversity information. • Provide input to the Director and ensure quarterly and fiscal year statistical reporting on the economic impact of the program.
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NON-ESSENTIAL FUNCTIONS	
10%	<p><u>OTHER DUTIES AS ASSIGNED</u></p> <p>The Program Advisor will be responsible for special assignments, projects, and duties in support of the Film Commission’s mission and objectives.</p>

SUPERVISION EXERCISED
This position may supervise analytical and technical staff.

SUPERVISION RECEIVED
This position receives direct supervision from the CFC Director and Deputy Directors.

PUBLIC AND INTERNAL CONTACTS
During the course of work, the incumbent has regular contact with high-level governmental agencies, high-level members of studios and production companies, private citizens, and elected officials. These contacts require a high degree of sensitivity and an awareness of protocols and interrelations between governmental and private organizations.

INITIATIVE AND INDEPENDENCE OF ACTION
This position requires a high degree of technical and management capability over extremely sensitive tax credit program. The incumbent is relied upon to develop and ensure the completion of assignments, and delegate work in complex situations without direct supervision. The ability to set and manage priorities, develop policy for all programs and ensure completion of work is required. This position also requires a high level of problem-solving, technical skills, perceptive judgment, independence of action, and accurate assessment of intricate situations.

CONSEQUENCE OF ERROR
This is a high-profile position for GO-Biz. Error, poor judgment, and the lack of professionalism could result in the loss of significant economic development and job creation in California; therefore, resulting in termination of employment.

CERTIFICATION
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:

_____	_____
Soundstage Program Advisor, California Film Commission	Date

Employee's Printed Name:

Supervisor's Signature:

_____	_____
Executive Director, California Film Commission	Date

Supervisor's Printed Name:

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Construction management, architecture, labor relations, government affairs a plus.
- Working knowledge of other states' film production tax incentive programs and application procedures.
- Understanding of the filmmaking process from pre-production through post-production.
- Experience managing complex projects and supervising staff.
- Ability to reason logically and utilize a variety of analytical techniques to resolve complex problems; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing.
- Ability to communicate effectively with stakeholders, state partners, program applicants, and the public on a wide variety of subject-matter areas.
- Highly proficient in Excel, Word, PowerPoint, and Outlook.

Ability to:

- Prepare correspondences and write clear and comprehensive reports.
- Analyze situations accurately and take effective action.
- Reason logically and creatively to resolve complex problems; develop and evaluate alternatives; work independently.
- Analyze data and present ideas and information effectively both orally and in writing and use a wide variety of reference materials.
- Coordinate the work of others; act as team leader and treat others in the team with respect.
- Organize and prioritize work; manage multiple tasks and assignments.
- Create and maintain detailed data tables using mathematical formulas
- Act courteously toward the public with excellent customer service and interpersonal skills.
- Speak publicly and conduct seminars and workshops.
- Excellent organizational skills and attention to detail.

DESIRABLE EXPERIENCE/QUALIFICATIONS

- Three years of experience involving film or television production and/or managing construction projects.
- Demonstrates a commitment to performing duties in a service-oriented manner.
- Demonstrates a commitment to maintaining a work environment free from discrimination and sexual harassment.
- Maintains good work habits and attendance; adheres to all policies and procedures.
- Ability to work independently in a team setting.
- Ability to maintain confidentiality and adhere to the highest possible code of ethics.
- Ability to work in a high energy office with ever changing priorities.