

FULL TIME POSITION:

Workforce Development Corporation (“WDC”) Director, Media and Entertainment Workforce Development

Agency Description: The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York’s small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce.

About the WDC: The WDC is an independent not-for-profit created by the City of New York (the “City”) specifically for the purpose of assisting the City in developing and funding workforce initiatives. In furtherance of this purpose, the WDC and SBS work in a partnership consisting of, among other things, jointly developing, funding and managing workforce and training initiatives, and resource sharing. ***The WDC is currently looking to hire a Program Director to oversee WDC-funded City workforce development programs for the media and entertainment sectors.***

About the Workforce Development Media & Entertainment Programs: The programs, in a variety of entertainment and media sub-sectors including theatre, post-production, writing, and editing, will support the training and advancement of local New Yorkers in local jobs. Programs include the Post Production Pathways Program (http://www.nyc.gov/html/film/html/news_2015/102015_post-production-advisory-committee.shtml) and the Media Employee Training program (http://www.nyc.gov/html/film/html/jobs_training/sbs.shtml) as well as new programs in development to support theatre professionals, writers and editors.

Job Description:

We are seeking an experienced senior professional to lead the City’s strategy and investments in media and entertainment (including film, theater and broadcast) workforce development programs in NYC. The Director of Media and Entertainment Workforce Development is a public facing role, with responsibility for fulfilling the Mayor’s vision of workforce development in the film, theatre and broadcast sectors. S/he will work closely with the Mayor’s Office of Media and Entertainment to ensure the City’s multi-million dollar investment in workforce development for these sectors is informed by, and meets the needs of, industry. S/he will be responsible for liaising with employers, industry associations and trade groups, training providers, and workforce partners to build a sustainable and robust pipeline of local talent to fill New York City’s media and entertainment jobs.

The Media and Entertainment Director will manage 1-2 staff, and work closely with the workforce staff at the Mayor’s Office of Media and Entertainment to:

- design innovative training models that address labor shortages in the market;
- ensure training is informed by employer demand by building real-time feedback loops between industry and training providers/education systems;
- develop strategies to increase advancement opportunities for film, theatre and broadcast workers; and
- support the recruitment and connection of local talent to open opportunities.

Specific Responsibilities:

- Lead the development of the City's strategy for investing in media and entertainment training, internships/work-based learning, and other projects that foster workforce development in the film, theatre and broadcast sectors in New York City
- Work closely with employers, industry associations, and other stakeholders to understand hiring/talent needs, and determine the most appropriate vehicle for meeting them with NYC residents

The WDC is an Equal Opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.

- Develop innovative strategies for upgrading the skills of current workers in these sectors
- Serve as a source of information and assistance to employers, industry associations, and community partners regarding workforce development, education, training, and employment in the media and entertainment sectors in New York City
- Represent the Workforce Development Media & Entertainment Programs in meetings/events/presentations with industry partners, Mayor's Offices, City Council, City Agencies and other stakeholders
- Successfully direct and supervise personnel
- Lead and participate in special projects as needed
- Work closely with Mayor's Office of Media and Entertainment, Mayor's Office of Workforce Development and other stakeholders to direct the City's investments in workforce development in the media and entertainment sectors.

Preferred Skills:

- Senior level professional with 6 or more years of experience in the media/entertainment sectors
- Extensive knowledge of industry with established network of contacts
- Experience in one of the four target sub-sectors (editing, post-production, theatre, TV writing)
- Excellent analytical and creative problem-solving skills
- Knowledge of workforce development, adult learning best practices and occupational skills training
- Outstanding written and verbal communications skills, including formal presentation skills
- Ability to effectively and confidently present to senior level public and industry leaders
- Comfortable working in a fast-paced environment, managing multiple projects simultaneously and prioritizing projects to meet deadlines
- Entrepreneurial and collaborative style that works well in teams
- Knowledge of NYC labor market

Required Qualifications:

A baccalaureate degree from an accredited college and minimum 4 years of full-time paid experience in the media, entertainment, or workforce development areas acquired within the last ten years.

Salary: Commensurate with Experience

How to Apply:

To apply, PLEASE EMAIL your resume and cover letter, including the subject line "Program Director – Media and Entertainment" to: saschlossberg@sbs.nyc.gov

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to email, mail your cover letter & resume to:

Sara Schlossberg
c/o NYC Department of Small Business Services
110 William Street, 8th Floor
New York, New York 10038