

Job Description-----CNY Film Hub Operator/Manager

JOB SUMMARY

This position will be responsible for the operation and promotion of the facility, and will develop and execute strategies for promoting and marketing the facility and its availability to potential users. This position is responsible for the management of the facility, including scheduling its use by tenants, logistics, administration and oversight.

ESSENTIAL FUNCTIONS

(Essential duties are defined as critical to carrying out the function of the job, and, if eliminated, would alter the nature of the job. List, in order of importance, the essential function of the job and the approximate percentage of time spent on each of the activities; describe what must be accomplished; include supervision or management responsibilities, quality and quantity standards, physical and mental perceptual functions of the job.)

Job responsibilities include, but are not limited to:

1. **25 % of time** Extensive use of building financial models and forecasts; managing and reducing operating expenses and, or, increasing occupancy/revenues through creative and innovative use of existing resources to achieve strategic and operating goals
2. **10 % of time** Identifying and developing supplier relationships and driving high-value performance through a rigorous selection and evaluation processes to ensure accountability
3. **10 % of time** Project Management involving TI's, designing work spaces, common areas and meeting spaces with a strategic plan for improving facility utilization
4. **10% of time** Working collaboratively with ownership for relevant production and facility needs, establishing credibility with multiple stakeholders through utilization of superior judgment and transparency
5. **40% of time** Establish professional, systematic reporting and correspondence to owner, shareholders, stakeholders as well as representing the facility and services to production clients
6. **5 % of time** Other reasonable duties as assigned.

MINIMUM REQUIREMENTS

Bachelor's degree in relevant discipline from a college or University accredited by the US Department of Education or internationally recognized accrediting organization and/or 5 years'

experience working in the film production industry, film/television studio facility business, specifically; ground-up studio development, and operations.

Must have extensive experience in film & television studio start-up of operations with practical knowledge of physical plant.

Must have experience in outfitting a film production studio with the equipment needed to enable high quality filming and post-production work to occur.

Experience in business development and operations as follows:

- Establish Efficient Overhead Structure
- Organizational Structures
- Implementation of Industry Best Practices, Studio Policies and Procedures
- Establish Studio Marketing and Media Plans
- Develop Necessary Legal Contracts and Templates
- Facility Leasing
- Contract Negotiations
- Development and Managing To Annual Operating Budget(s)
- Financial Reporting

Candidates must address in their applications their ability to work with culturally diverse populations. This position is contingent on the satisfactory completion of a background check; this position may require annual background checks.

PREFERRED QUALIFICATIONS

Additional experience required in the following areas :

- Proven track record of developing and securing 3rd party relationships for studio related services, strategic partnerships and facility tenancy
- Must have a thorough understanding of film and television production processes and subsectors
- Significant film studio operational experience preferred.

Candidates should apply through the link below.

<https://sunypoly.interviewexchange.com/jobofferdetails.jsp?JOBID=63793>