

Job Description:

Washington Filmworks is now hiring for a Production Services Coordinator. The primary responsibility is to respond to location and production resource inquiries from motion picture productions. As the first point of contact for filmmakers interested in shooting in Washington State, we are looking for someone with excellent communication skills who can deliver superior customer service. The successful candidate will be smart and resourceful, able to think quickly on their feet, and is diligent in seeing a job through to its completion. The ideal candidate will be able to work autonomously, is comfortable handling responsibility, is an effective problem solver, and has good time management and attention to detail skills. Motion picture production experience and knowledge of entertainment policy & procedures is also required, as well as a deep knowledge of production resources and locations across Washington State.

Essential Job Duties:

- Respond to all production inquiries related to location information, permits, weather, accommodations and statewide production resources. Will also answer basic questions about the production incentive program.
- Facilitate and execute location scouts for local and out-of-town directors / producers as needed.
- Establish and maintain relationships with government permitting agencies and regional film liaisons across the state.
- Manage and oversee the digital location library that includes tracking potential projects, updating photos and designing digital location packages for potential clients.
- Manage and assist with the online crew database.
- Work with the Executive Director on program management including but not limited to assisting with production agreements, funding letters of intent, productive surveys, web site maintenance and database management.
- Work with the Finance Manager to track and evaluate economic impact data for all motion picture productions shooting in Washington.
- Attend meetings, conferences and / or industry events as needed.

Required Qualifications:

- Motion picture production experience and knowledge of entertainment policy & procedures.
- Deep knowledge of production resources and locations across Washington State
- Must be physically capable for both travel and on set location duties (including long hours and inclement weather)
- Clear and concise communication style imperative and resourcefulness, good judgment and organizational skills essential.
- Computer skills including expertise with Microsoft Word, Excel and Filemaker Pro.

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- All candidates must be available for an in-person interview on Thursday, May 24.

Desired Qualifications:

- College degree preferred.

Compensation: DOE, Health Benefits, Transportation stipend

How to Apply:

Submit resume and cover letter via email to resumes@washingtonfilmworks.org or via fax at 206.382.4343. Filing closing date: May 11, 2012. No phone calls please.

Who We Are

Washington Filmworks is a not-for-profit 501 (c) (6) organization that manages the state film program and the production incentive. The mission of Washington Filmworks is to create economic development opportunities by building and enhancing the competitiveness, profile and sustainability of Washington State's film industry.