



Brooklyn Workforce Innovations
Program Director – “Made in NY” Post Production Training Program
Position Announcement

Employee Type: Full-Time, 35 hours per week

Title: Program Director

Program: “Made in NY” Post Production Training Program

Status: Exempt

Brooklyn Workforce Innovations (BWI) is a nonprofit workforce development organization. BWI helps jobless and working poor New Yorkers establish careers in sectors that offer good wages and opportunities for advancement (www.bwiny.org). BWI seeks a dynamic, experienced industry professional to oversee all activities and lead the launch of the “Made in NY” Post Production Training Program. The program aims to increase the number of job opportunities in NYC’s growing film and television post production industry.

The Position

The Program Director will be responsible for the day-to-day operations of BWI’s Post Production Training Program, which will provide underrepresented and low-income New Yorkers the opportunity to access careers in this dynamic field.

The Program Director must be entrepreneurial, a dynamic leader and a strong manager who has the experience and skills to build and manage a successful program. The Program Director should have knowledge of the film and television production and post production industries, and should have a broad network of industry connections. In addition, s/he must be a hands-on manager, a strategic thinker and problem solver.

S/he will report to BWI’s Executive Director and supervise one full-time program staff member, freelance technical instructors, volunteers, and serve as point person for program partners.

Specific Responsibilities

- Lead the development of an innovative and comprehensive training curriculum, in close partnership with training vendors, which will serve an estimated 50 individuals annually.
- Serve as the lead project manager, and keep a diverse range of partners, colleagues and funders moving toward project goals based on agreed-upon timelines.
- Serve as point person for program partners and all subcontractors and training vendors.
- Design and implement a comprehensive outreach and recruitment strategy to target “Made in NY” Production Assistant program graduates (and others, with BWI’s graduate pool taking priority) interested in transitioning to the post-production field.
- Design a trainee screening strategy, including an application, a skills assessment and one or more interviews. Develop application materials, interview guidelines, and screening processes and timelines.
- Lead business development activities, recruiting post production firms in the media and entertainment industry that will hire recent graduates for subsidized On-the-Job Training (OJT) placements and/or unsubsidized job placements.

- Oversee career development activities, including cultivating and maintaining employer relationships, and overseeing supportive services provided to graduates for two years after graduation.
- Coordinate all program activities and instruction, including lessons provided by training vendors and/or freelance instructors. Lead classroom and technical training sessions as needed.
- Ensure all program activities and program outcomes are tracked accurately. Responsible for data collection for performance-based job training contracts and philanthropic funders. Produce reports as needed.
- Ensure program compliance with contract terms.
- Assist in fundraising, communications and publicity efforts for the program and BWI.
- Assist with program evaluation and special projects.
- Lead and manage a volunteer advisory committee.

Qualifications

- Thorough knowledge of the NYC Production and Post Production industries.
- At least five years of post production experience required.
- Excellent teaching and/or group facilitation skills.
- Experience in an entrepreneurial role, creating new initiatives, systems and relationships.
- Ability to engage and motivate diverse constituencies.
- Ability to motivate staff and achieve results with a small team, while performing multiple roles.
- Outstanding (oral and written) communication, critical thinking and problem-solving skills.
- Must be goal-driven and results-oriented with a friendly and professional demeanor.
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including government agencies and foundations.
- Ability to multi-task and exercise excellent judgment.
- Strong commitment to the missions of BWI and partner organizations.
- Flexibility to work evenings and/or weekends.
- Willingness to be on-call via cell phone as needed for unforeseen circumstances.

Compensation

Based on experience. BWI offers an excellent benefits package including full health and dental insurance (following a three month waiting period), life insurance, retirement savings plan, flexible spending and paid time off.

How to Apply

Email cover letter, resume, and salary history/requirements to Aaron Shiffman, Executive Director, Jobs@bwiny.org by **February 24th, 2017**. No phone calls, please. Please include Post Production Program Director in the subject line. **Only applications with a cover letter, resume, and salary expectation will be considered.**

BWI is an equal opportunity, affirmative action employer. People of color, community residents and women are strongly encouraged to apply.