

BROOKLYN WORKFORCE INNOVATIONS
“MADE IN NY” POST PRODUCTION TECHNICAL DIRECTOR
POSITION ANNOUNCEMENT



Title: Post Production Technical Director

Status: Non-Exempt

Program: “Made in NY” Post Production Training Program **Employee Type:** Full-Time, 35 hrs/week

Brooklyn Workforce Innovations (BWI) - a nonprofit workforce development organization – seeks a key member of its “Made in NY” Post Production Training Program team. BWI helps jobless low income New Yorkers establish careers in sectors that offer good wages and opportunities for advancement (www.bwiny.org). The “Made in NY” Post Production Training Program brings together the resources of the New York City Workforce Development Corporation, the Mayor’s Office of Media and Entertainment and BWI to deliver job training leading to careers in NYC’s film and television post production industry. The program’s goals are twofold: fighting poverty and diversifying the post production sector.

The Technical Director will combine educational and technical skills in post production. The position supports the Post Production Training Program Director to hone and advance post production technical training curricula and career development modules, manage instructors and technology used during instruction, create workshops for program graduates, and maintain a network with industry partners.

Responsibilities

- Continually refines post production curriculum to reflect everchanging industry standards
- Coordinates and schedules training modules, program instructors, and day-to-day logistics of training
- Collaborates with program instructors to ensure supplies, training materials, equipment, software license, and hardware are maintained
- Provides individualized troubleshooting support to trainees during training cycles
- Supports Program Director with recruitment by assisting with information sessions, candidate interviews, and selecting participants for each training cycle
- Collaborates with Program Director and instructors to create alumni workshops for resume revision, web and social media presence, networking with early career and intermediate career post professions, and intermediate skills training
- Attends workshops, skills training, and networking events administered by outside vendors and industry partners to maintain up to date industry knowledge

Qualifications

- Experience in and knowledge of the NYC television and film production and post production industry strongly preferred.
- Interest and experience in education or training, especially in socioeconomically diverse and underserved communities. Group facilitation experience preferred.
- Proficient in Post Production Industry software (Adobe Creative Cloud, AVID Media Composer and Pro Tools, DaVinci Resolve, Nuke, and other post production software)
- Administrative experience and ability to stay organized and thorough; strong attention to detail
- Excellent data management and computer skills (Windows, Word, Excel, database & internet applications), and an eagerness to learn new technologies to solve workflow or communications challenges.
- Excellent writer and verbal communicator.
- Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including low-income job seekers.
- Flexibility to work some evenings and/or weekends. Flexibility to work at different office locations in Brooklyn.

Compensation

\$33 - \$35 per hour, depending on experience. BWI offers an excellent benefits package including health and dental insurance (following a three-month period), employer retirement plan, life insurance, employee retirement savings plan, flexible spending, and generous paid leave for vacation, holidays, personal days, and illness.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval. Workplace Health/Safety policy states that all new hires are required to be vaccinated against the COVID-19 virus unless they have been granted a reasonable accommodation for medical or religious reasons.

How to Apply

Email cover letter, resume, and salary requirement to Nia Ashley, nashley@bwiny.org by 11/30/21. No phone calls, please. Please include Post Production Technical Director in the subject line.