



Innovation Group of CNY Arts, LLC Job Description

Job Title: Regrants Program Officer (Film Fund)

Reports To: Director of Programs

FLSA Status: Salaried, Non-Exempt / Full-Time

Salary: \$40,000

Summary

This is a support position that is responsible for day-to-day administrative activities of a nonprofit agency administering a CNY Film Fund, CNY Short Film Competition and Onondaga County Production Incentive Fund. These programs are designed to support the growth and development of the film industry in Central New York. Although this position has daily set responsibilities this individual will also be required to take on different projects and assignments as needed. The position involves a high level of administrative duties, decision-making, and problem-solving. It requires excellent communication skills including seeking clarification when issues arise and addressing timing issues on project deliverables.

Duties and Responsibilities

Administrative & General Tasks

1. Check in at the beginning and end of each week with the Director of Programs to confirm hourly schedule and tasks for the week and following week. Seek approval from Director of Programs for any necessary schedule changes as soon as possible.
2. Communicate frequently with updates and information to CNY Arts staff and Director of Programs.
3. Submit timesheets in a timely manner to Director of Programs for approval.
4. Support all aspects of general office activities.
5. Maintain office calendar (print and digital) to facilitate coordinating organizational workflows and meetings.
6. Maintain confidentiality in all aspects of client, staff, and agency information.
7. Prepare correspondence on routine organization matters (i.e. responses to program inquires, information regarding CNY Arts, Inc. and/or Innovation Group of CNY Arts history or current services).
8. Create and modify organization documents, reports, memos, and letters.
9. Assist with the monitoring and maintenance of Innovation Group website.
10. Maintain regular communication with Empire State Development (ESD) contact to ensure compliance with any and all agreements with New York State, and to address any issues when applicable.
11. Coordinate check requests, acquire appropriate documentation, and maintain auditable records for award payments.
12. Communicate with all applicants, finalists, and awardees including drafting and approving contracts, award/decline notifications, managing reporting procedures, grant recipient's weekly and final reports, funding agreements, and any missing materials.
13. Provide technical assistance to all applicants to submit applications on Submittable.

14. Assist with external communications and outreach to inform general public, elected officials, partners about program opportunities, updates, announcements, and/or information.

CNY Short Film Competition

1. Work on planning, implementation, and expense reporting for a third-annual CNY Short Film Competition. Preparatory work includes:
 - Assembling a panel; devising an evaluation rubric; collaborating with marketing consultant to update the Innovation Group website; advertise the Competition and drive applications from the CNY Arts in Higher Education community; establishing relationships with potential partners or sponsor entities to elevate profile of the Competition. Communicating regularly with awardees and scheduling meetings, as necessary.
2. Implementation includes:
 - Involvement in many aspects of pre, principal, and post-production processes with award recipients; ensuring timely completion of project deliverables; production compliance with safety protocols and permit requirements; devising a feasible budget in coordination with awardees; managing expense reporting and reconciliation process with Competition Accountant. Providing creative and logistical mentorship for awardees.
3. Reporting includes:
 - Working with Competition Accountant to track expenses and disbursements. Confirm that awardees have met project deliverables and thresholds. Consolidate reporting materials for State audit.

CNY Film Fund – Theatrical Release and Non-Theatrical Release

1. Work with CNY Arts, Empire State Development, and the Greater Syracuse Film Office to support the administration of a \$4.5 million dollar film fund (both theatrical and non-theatrical programs).
2. Assist with coordinating, securing, training, and managing a panel to review and score application packages.
3. Ensure all guidelines and regulations are both in compliance with and complement current State tax credit guidelines and State / Federal legislation. Work with NYS Film Tax Credit Office to ensure compliance.
4. Research and maintain data on film industry standards and film tax incentive programs.
5. Monitor grant recipients to ensure accuracy and compliance in reporting requirements.
6. Compile research outlining program impact, and assist with appeal for replenishment of the Film Fund through the Upstate Revitalization Initiative (URI) and ESD.

Onondaga County Film Production Incentive Program

1. Work with CNY Arts, Onondaga County, and the Greater Syracuse Film Office to support the administration of a \$5 million dollar incentive spending program for feature-film projects, television series, and commercial production.

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2. Assist with coordinating, securing, training, and managing a panel to review and score application packages.
3. Ensure all guidelines and regulations are both in compliance with and complement current county-specific regulations, procedures, and obligations. Work with Onondaga County to ensure compliance.
4. Research and maintain data on film industry standards and film tax incentive programs.
5. Monitor grant recipients to ensure accuracy and compliance in reporting requirements.

Knowledge, Skills, and Abilities

1. Knowledge of the film industry and New York State film credit tax incentive programs.
2. Knowledge of Microsoft Office Suite of Applications; Google Docs; Submittable.
3. Effective writing, analytical and problem-solving skills.
4. Knowledge of principles and practices of organizing, planning, records management, and administrative support.
5. Ability to communicate effectively both in written and verbal form.
6. Ability to follow oral and written instructions.
7. A commitment to performing duties in a service-oriented manner.
8. A commitment to maintaining a work environment free from discrimination and sexual harassment
9. A commitment to good attendance, dependability and flexibility
10. The ability to maintain confidentiality and adhere to the highest possible code of ethics
11. The ability to analyze situations accurately and take effective action.
12. Ability to operate standard office equipment, including but not limited to computers, telephone

Innovation Group of CNY Arts is a Limited Liability Corporation of CNY Arts, Inc. CNY ARTS IS AN EQUAL OPPORTUNITY EMPLOYER AND SEEKS DIVERSE CANDIDATES FOR THIS POSITION.

Submit a resume and cover letter to jobs@cnyarts.org. No phone calls please.