

OEWD

Film Commission - Department Head I (#0961)

Company Description

The Office of Economic and Workforce Development (OEWD) advances equitable and shared prosperity for San Franciscans by growing sustainable jobs, supporting businesses of all sizes, creating great places to live and work, and helping everyone achieve economic self-sufficiency.

OEWD's programs are responsible for strengthening San Francisco's many diverse neighborhoods and commercial corridors, creating a business climate where companies can grow and prosper, and ensuring a continually high quality of life for all San Franciscans. By providing one point of contact for a variety of essential City programs and services, OEWD's goal is to ensure that San Francisco will always be what it is today: one of the best places on the planet to live, work, and play.

The San Francisco Film Commission and the Film SF Office (Film SF) champions filming in San Francisco. We are a City agency that strives to attract a diversity of storytellers to the cinematic city of San Francisco and foster filming in order to stimulate economic development, create jobs and share the beauty of our city with the rest of the world.

We proactively market San Francisco as a filming destination for the motion picture, television, advertising and other related industries, and work with the local film community to support local projects with significant ties to San Francisco.

Film SF acts as a liaison between San Francisco's many neighborhood and merchant groups and the film industry. It also provides perspective for the Mayor and the Board of Supervisors regarding long-range promotion, development and planning for a significant film arts base in San Francisco.

Film SF issues permits to productions shooting in San Francisco, working closely with other City Agencies such as SFPD, SFMTA, MUNI, the Port of San Francisco, and the Department of Public Works to coordinate and facilitate both the needs of the productions, the City and its residents.

The San Francisco Film Commission is made up of eleven Commissioners who are appointed and serve at the will of the Mayor. The Commissioners work in partnership with the Film SF Office to develop the vision, strategic direction, goals and policies, to connect and partner with stakeholders that promote and strengthen the film community and infrastructure in San Francisco.

Job Description

Under the general direction of and reporting to the Department Head of the Office of Economic and Workforce Development, this position works collaboratively with the

Department Head to coordinate programs, services, and staff of the Film Commission Office. The role is an integral part of the OEWD leadership team. This role seeks to advance media creation in San Francisco by finding creative ways to attract productions to San Francisco, working collaboratively with OEWD leadership and other City Departments to deliver successful productions, while maintaining strategic relationships with stakeholders outside of City Government. The role calls for enacting strategies which attract film and other types of media production to contribute to the local economy and advance the mission and goals of OEWD.

The Executive Director of Film SF will work alongside staff members to help facilitate and execute everyday activities. The Director will create a work environment where the staff are empowered to make decisions that best serve productions while keeping all City stakeholders in mind.

As a leader, the Director must proactively engage the values of equity, inclusion and diversity to make decisions that inspire true and tangible positive change within their scope. This includes inspiring and leading new programs and projects that advance the well-being of the film community in San Francisco and expand possibilities and opportunities for artists, producers and neighborhood/merchant groups alike.

Essential responsibilities of the Executive Director include:

1. In coordination with the OEWD Director and OEWD Leadership, the Executive Director spearheads the development and manages the timely implementation of Film Commission goals, policies, and strategic plans. They also manage the allocation of resources and service levels to meet client needs.
2. Oversees the operation of all Film SF functions, activities and programs that currently include oversight and long-term guidance of the SF Rebate Program; the "Scene in SF" program; the Film Space grant program and ongoing evaluation of developing stage space opportunities.
3. Determines the organizational structure, staff assignments, service levels, administrative systems and processes of accountability to internal and external stakeholders required to accomplish Film SF's mission in an effective and efficient manner.
4. Sets objectives and monitors the performance of staff engaged in defined activities.
5. Consults with OEWD Director, OEWD Leadership, and Film SF Office staff regarding department programs; coordinates activities with other City departments; represents the department before and /or provides information to commissions, boards, committees and representatives from federal, state, and local agencies organizations, or the media.
6. Anticipates and identifies roadblocks and strategic opportunities to champion positive process changes for the Film SF Office, Commission and partnerships

with other City agencies and stakeholders that are grounded in values of equity, inclusion and diversity.

7. Oversees financial long-term planning; directs the preparation and implementation of the Film Commission's annual budget; monitors expenditures to ensure adherence to the approved budget.
8. Works collaboratively with OEWD Leadership and provides counsel on department-wide and city-wide issues pertaining to small business services, programs, and policy.
9. Manage the Film Commission and support the Film Commission in accordance with [Chapter 57 of the San Francisco Administrative Code](#).

Qualifications

Required Minimum Qualifications:

- At least 3 years of managerial experience, which must include supervisory duties.
- At least 5 years of experience in film production.
- Bachelor's degree or equivalent experience in film production.

Desirable Qualifications:

- Demonstrated ability to work under pressure, remain flexible, positive, proactive, resourceful and efficient, with a high level of professionalism.
- Excellent communications and consensus-building skills.
- Experience in mobilizing and coordinating various stakeholders to achieve a set of outcomes and goals.
- Has a working knowledge and lived experience with diversity, equity and inclusion values.
- Demonstrated ability as an equity-centered leader that can motivate a team, build trust and a culture of communication and accountability.
- Strategic thinker with the ability to develop and pursue a coherent theory of change.
- Ability to lead and manage various working groups and consultants while balancing multiple projects, priorities and timelines.
- Ability to analyze information, identify problems and opportunities, consider alternative courses of action and propose and communicate appropriate solutions in an effective manner.

- Knowledge of technology and ease of adapting to new tech updates.
- Experience in organizational development, marketing, business, and/or finance/budgeting.
- Experience in working for or with non-profits organizations and/or government departments.