

**City of New York
Department of Information Technology & Telecommunications
Job Posting Notice**

Civil Service Title: Business Promotion Coordinator	Level: 01
Title Code No: 60860	Salary: \$37,318/\$42,916 - \$60,000
Business Title: MOME Production Coordinator	Work Location: Manhattan
Division/Work Unit: Mayor's Office of Media & Entertainment	Number of Positions: 1
Job ID: 179838	Hours/Shift: Day - Due to the necessary support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.
Job Description (New York City residency required within 90 days of appointment)	
<p>DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.</p> <p>The Mayor's Office of Media and Entertainment (MOME) is comprised of the Office of Film, Theatre and Broadcasting and NYC Media, with a mission to develop the City's diverse media functions. Central to MOME's strategy is the delivery of best-in-class film production support through the Office of Film, Theater and Broadcasting. MOME also develops ancillary programs and initiatives to grow New York's entertainment industry, such as workforce training programs to ensure that entertainment companies have access to the talent needed or other incentives/programs (marketing initiatives, etc.) that make New York an attractive place to do business.</p> <p>The successful candidate will serve as a Production Coordinator reporting to the Mayor's Office of Media & Entertainment (MOME). Responsibilities will include: Evaluate and issue Motion Picture/Television and Still Photography permits including but not limited to production vehicles, official permit forms, application fee and maintenance of applicable records utilizing the agency's computer system; participate in pre-production meetings with production representatives, Police and Transportation Department to review proposed shooting schedule and address special needs such as stunts, pyrotechnics, closures, etc.; act as liaison between production industry and city agencies as well as community boards, civic groups and neighborhood residents; manage in-person and telephone inquiries and assist with the training of permit department interns; oversee parking ticket inquiries and clearances with Parking Violations Bureau; represent MOME at community and/or industry meetings, including presentation of OFTB missions and services at various universities and industry trade shows; answering phones at reception desk as necessary; conduct production site visits to determine and ensure that permit conditions and restrictions are posted correctly and confirm that necessary arrangements were made to insure public safety and continued access to public areas; act as liaison to Community Board, City Council and Business Improvement Districts-advise, coordinate and confirm FLASH notifications as necessary on upcoming schedules and events; provide information/advice to productions on appropriate NYC government contact(s), agency or other area for inquiry or problem resolution; recommend changes to meet and respond to community requests; provide administrative support to Permit Operations Department; and perform special projects as assigned.</p>	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A masters degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; -or- 2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following: <ol style="list-style-type: none"> a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or b. analysis of business records and documents to determine eligibility of businesses for programs and services; or c. economic, market or site research and analysis for business and neighborhood development; or d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs; -or- 3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in "2" above; -or- 4. A satisfactory combination of education and experience which is equivalent to "1", "2", or "3" above. However, all candidates must have least 60 semester credits from an accredited college or university. 	
Preferred Skills	
<p>The successful candidate should possess the following: Familiarity with New York City neighborhoods and locations; proficiency in Microsoft Word/Outlook/Excel/Access/PowerPoint; attention to detail and ability to handle multiple projects at one time; ability to work within a collaborative environment; pleasant phone manner and professional rapport with the general public; and the ability to handle multiple tasks under tight deadlines.</p>	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #179838 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #179838</p> <p align="center">-or-</p> <p align="center">If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p>	
<p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: February 6, 2015	Post Until: Filled