



The mission of DCASE is to enrich Chicago's artistic vitality and cultural vibrancy.

DEPUTY DIRECTOR, CHICAGO FILM OFFICE

NOTICE OF JOB OPPORTUNITY

The Deputy Director, Chicago Film Office position is a senior-level management position, reporting to the First Deputy and Commissioner of the City of Chicago Department of Cultural Affairs and Special Events (DCASE). Primary responsibilities include managing the City of Chicago's film permitting process and coordinating production needs including City services and logistical support. Additional duties include leading the City's effort to attract and advance the production of feature films, television series & specials, commercials, documentaries, music videos, web series, and all forms of media production; serving as the liaison to the local, national, and international film industries; advocating for the growth and success of the local film and media community; building consensus among City officials, department heads, and civic leaders in support of the industry and its needs; and promoting film & media as a prospering local industry.

ESSENTIAL DUTIES: The Deputy Director plans and establishes division goals and objectives in compliance with department goals and mission statement; establishes operational policies and procedures; develops work standards and oversees the implementation of new or modified processes; prioritizes division workload to ensure assignments are handled expeditiously; oversees the work of unit managers responsible for supervising and evaluating the work of subordinate staff; reviews and approves reports ensuring quality and completeness; evaluates division operations and oversees the development and modification of policies and procedures to improve areas of deficiencies; analyzes and troubleshoots problematic issues relative to division activities and recommends alternative solutions; interprets department policies and procedures to staff; directs and coordinates special projects and studies; directs staff training and development activities; directs the coordination and preparation of the division's annual

budget; supervises the preparation of operational and administrative reports summarizing division activities. Other duties as assigned.

RELATED DUTIES: Serves as liaison with operating departments, governmental agencies and private consultants participating in collaborative projects.

MINIMUM QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a Bachelor's degree in Business or Public Administration, or a directly related field, supplemented by a minimum of seven years of progressively film production and/or film industry experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of current film and video/digital media production and technical needs; local, state, and federal ordinances affecting filming and related productions; general marketing, media, and public relations practices; area resources, physical locations, and landscapes; topographical and climatological considerations; developing and implementing marketing and business plans; policies, rules, and regulations governing the conduct and safety of persons using municipal facilities, programs, and equipment; purpose, use, and benefits of community programs and activities; community resources and support agencies; City policies and procedures to successfully meet established goals and objectives; management and supervisory principles and practices. Considerable technical knowledge pertaining to division operations. Considerable knowledge of policy development. Ability to direct management staff. Ability to assess the effectiveness of division operations. Ability to establish division goals, objectives, policies and procedures. Considerable management skills. Considerable analytical skills. Excellent oral and written communication skills.

Other Requirements: The position may require some weekend or late evening assignments.

Education & Employment Verification: Please be advised that if you are selected to be hired you must provide, upon request, adequate information regarding your educational and employment history as it relates to the qualifications of the position for which you are applying. If the City of Chicago cannot verify this information, any offer extended to you will be withdrawn and you will not be hired.

Residency Requirement: All employees of the City of Chicago must be actual residents of the City of Chicago as outlined in 2-152-050 of the City of Chicago Municipal Code. Proof of residency will be required.

City of Chicago is an Equal Opportunity and Military Friendly Employer

**City of Chicago
Rahm Emanuel, Mayor**

**Department of Human Resources
Soo Choi, Commissioner**

Posting Date: February 4, 2019
Closing Date: February 11, 2019

Salary: \$107,244.00/Annually

INSTRUCTIONS TO APPLY:

- Interested candidates must submit a Cover Letter and Resume
- Email to: DCASE.HR@cityofchicago.org
- Subject Line: Deputy Director, Chicago Film Office