



**JOB TITLE:** Contract Locations Coordinator

**DEPARTMENT:** FILM COMMISSION

**POSITION REPORTS TO:** Associate Film Commissioner & Sr. Marketing Manager

Please email interest and resumes to [taylorhardy@fortworth.com](mailto:taylorhardy@fortworth.com)

**SUMMARY OF BASIC FUNCTIONS:**

Responsible for assisting Fort Worth Film Commission with the film scouting process.

**Film Commission**

- Serve as location scout for projects interested in filming in Fort Worth
- Answer email inquiries about locations via Reel Scout and email
- Assist with film permitting process and inquiries
- Update projects in Reel Scout including inquiries, filmed and scouted projects
- Keep an up-to-date inventory of the Fort Worth Film Commission location library
- Update photos and contacts in Reel Scout on a weekly basis
- Take photos of locations and update in Reel Scout as assigned
- Create location packages by theme and district as assigned
- Support Fort Worth Film Commission social media efforts as assigned

**ABOUT VISIT FORT WORTH:**

Visit Fort Worth employs more than 40 full-time team members who thrive on a passion for the community and driving economic impact through tourism. Visit Fort Worth is one of the most accomplished CVBs in the country and works in concert with the Fort Worth Sports Commission, City and community leadership to make Fort Worth a better place to live.

This will be a contract position, this position is subject to 1099 reporting.