



Film Coordinator

JOB DESCRIPTION

JOB TITLE: Film Coordinator

DEPARTMENT: FILM COMMISSION

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

EXEMPT OR NON-EXEMPT: EXEMPT

SUMMARY OF BASIC FUNCTIONS:

80% Film Commission Support

- Serve as location scout for projects interested in filming in Fort Worth
- Create film scout itineraries and coordinate details of filmmaker visits
- Answer email inquiries about locations via Reel Scout and email
- Assist with film permitting process and inquiries to the City permit office and neighborhoods/districts
- 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 on a weekly basis
- Take photos of locations and update in Reel Scout as assigned
- Create location packages by theme and district as assigned
- Create video content such as location tours for Film Fort Worth social media
- Help coordinate film intern duties
- Manage production directory contacts
- Answer and track b-roll requests
- Proactively reach out to locations in districts throughout Fort Worth and add to location library
- Assist in coordination of film mixers and events
- Curate photo content for monthly location newsletter

20% Marketing Support

- Film and edit in-house videos for Visit Fort Worth family of brands (Visit, Sports, Film, Music, Herd) social media and presentations as assigned by Associate Film Commissioner & Sr. Marketing Manager.
- Take photos for Visit Fort Worth website, social media channels and presentations as assigned by Associate Film Commissioner & Sr. Marketing Manager.
- Coordinate special projects as assigned.

Education - Associates or bachelor's degree in film, photography or communications preferred.

Experience - Minimum of one year experience in an entry-level or internship position.

Special Skills - Basic principles of photography, video editing, film, communications, English usage, spelling, grammar and punctuation. Must demonstrate editing and advanced writing skills. Some desktop publishing, including writing and simple design may be required. PC and Internet knowledge is necessary. Ability to develop and write effectively and communicate concisely both verbally and in writing is necessary.

RESPONSIBILITY FOR THE WORK OF OTHERS:

Work Leadership Responsibility: Assigns, verifies and regulates workflow to others while actively functioning to remove obstacles for subordinate personnel.

PHYSICAL DEMANDS:

Sitting - Constant

Standing - Occasional

Walking - Occasional

Lifting - Occasional (medium, 20 - 30 lbs.)

Carrying - Occasional (medium, 20 - 30 lbs.)

Pushing - Occasional (medium, 20 - 30 lbs.)

Pulling - Occasional (medium, 20 - 30 lbs.)

Reaching - Frequent

Handling - Frequent

Kneeling - Rare

Stooping - Rare
Crouching - Rare
Bending - Occasional