



Commission on National and Community Service

Title: Consultant – Film Good/Do Good™ Program Manager

Reports to: NYS Commission on National and Community Service, Rensselaer, NY.

Introduction

Film Good/Do Good™ is a new initiative of the Commission's Volunteer Generation Program, which is designed to build capacity in New York State, through a network of not-for-profits and community-based organizations, to address and alleviate root causes of poverty, by engaging volunteers. *Film Good/Do Good™* seeks to coordinate opportunities for film and television productions in New York State to participate in volunteer service at local soup kitchens, food banks, homeless shelters, and other organizations that fight poverty. The *Film Good/Do Good™* program will work to foster a continued commitment by the motion picture and television industry to volunteer service in New York. The long-term goal of the *Film Good/Do Good™* project is to nurture an environment that will lead to increased capacity in those communities to combat poverty, and create a deeper bond between film and television productions in New York State and the communities in which they film.

Film Good/Do Good™ is searching for a consultant to serve as program manager, beginning in the spring of 2016. This position is primarily responsible for the management of program and service delivery of the *Film Good/Do Good™* project, including coordination of volunteer services by the motion picture and television industry to not-for-profit and community-based organizations; identification, coordination and delivery of appropriate community service programs; facilitation and implementation of services that augment and support the Commission's Volunteer Generation programs and goals.

Duties and responsibilities

Reporting to the Commission, the Program Manager oversees the operations of *Film Good/Do Good™* services and programs. Responsibilities:

Work closely with the Governor's Office of Motion Picture and Television Development, to coordinate communications and outreach to industry; including:

- Assist with development of full-scale program plans and communication

- Manage outreach to the industry, the Commission's Volunteer Generation program subgrantees and their partners and relevant volunteer and educational organizations;
- Match organizations and volunteer opportunities with the appropriate productions;
- Provide on-site assistance and coordination as needed;
- Estimate resources and participants needed to achieve program goals

Work closely with the Commission on the following:

- Prepare regular reports and track accomplishments on *Film Good / Do Good™* progress and activities;
- Track progress relative to the program's performance measures, including pre/post testing.
- Assist the Commission with public education about the project.
- Manage financial performance of the program
- Identify potential challenges, and devise contingency plans.
- Develop strategy and performance metrics
- Coordinate outreach and assistance with local communities post-project to encourage longer-term community engagement

Experience and Qualifications

The Commission will seek to hire a consultant with knowledge of the motion picture and television industry and experience in coordinating large-scale volunteer opportunities.

- Program/Project Management skills required
- BA/BS preferred
- Experience managing volunteer programs in community service context
- Strong knowledge of MS Office Suite
- Experience working with film/television physical production in a capacity that interfaces with communities/neighborhoods (e.g. Location Manager, Unit Production Manager, Producer) preferred

How to Apply

The consultancy will be for the period of twelve months, beginning no earlier than April 1, 2016 (or as close thereto as practical). It is anticipated that there will be, on average, no fewer than 1-2 service projects per month over the course of the consultancy, and that the scope of work requires, on average, no fewer than 40 -60 hours per month. Applicants should base their applications and budgets on these figures, with the understanding that the Commission expects

that the selected candidate will fulfill all of the duties and responsibilities reasonably assigned by the Commission beyond that average.

Interested Candidates should email newyorkersvolunteer@ny.gov **no later than COB March 14, 2016**. Use the subject line "FGDG Consultant" and attach the following:

1. Resume
2. Cover letter outlining relevant experience that includes contact information, including email address, for the applicant
3. Please provide **one inclusive monthly rate** that covers all consultant costs anticipated, including travel (transportation, hotel, meals and incidentals), telephone, internet, postage, printing or other miscellaneous costs. The Commission and its partners will provide supplies. The total cost should not exceed \$40,000 for the twelve-month period.
4. A writing sample and/or, if applicable, an example of work product from prior consulting and/or employment specifically relevant to this project (e.g., program development and management and/or experience with film/television production)
5. Contact information for three professional references
6. A proposed start date as close to April 1, 2016 as practicable.

The Commission will schedule interviews in person, by teleconference or by video conference and will notify selected candidates by email. Following these interviews, the Commission will select one applicant, who will be notified via email, US mail, and telephone. The selected applicant must sign a consultancy contract and be available to begin work no later than the date specified in his or her application.