



Film Specialist

Category: Exempt
Pay Grade: E19
Job Code: 15032

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

JOB SUMMARY

Assists with the negotiating, coordinating, and facilitating of film production on behalf of Pinellas County. Incumbent must track and maintain applicable metrics associated with all permitted productions. The individual in this position manages the daily operations of the film commission in the absence of the supervisor, which typically occurs at least five days a month. Responsible for maintaining the Reel-Scout location library (photographing/ editing/ categorizing each entry). This individual maintains up-to-date indices/ guides/ publications.

ESSENTIAL JOB FUNCTIONS (examples, not all inclusive)

- Interfaces with local municipalities/the public/the production community, etc. to promote locations, crews, businesses and talent;
- Manage daily film commission operations during supervisor's absence. This includes handling all internal and external inquiries, providing location/accommodation/production assistance to individuals and companies interested in filming in Pinellas County, public speaking to different groups including the TDC and BCC, conducting set visits, and more;
- Respond to all potential filming leads in a prompt and professional manner. Shoot footage and upload the images to the location library, maintain project notes, disseminate leads to the appropriate production crew, agency, or acting/modeling talent;
- Maintains liaisons with many governmental jurisdictions, and coordinates on behalf of filming projects with state/federal agencies to obtain proper film permits;
- Process filming permit applications, including the supervision of other employees' processing permit applications. This includes triaging applications to determine which will require special assistance or will take a longer time to process. Continue working with film permit applications from the time they are submitted, through all the troubleshooting, to the issuance of the permit;
- Provide logistics and locations support for the film and entertainment production industry;
- Develop and maintain relationships with municipal, county and state agencies. Timely, courteous, and continual communication with numerous local, county, and state agencies is key to the film permit approval process. Incumbent has a responsibility to help ensure that all filming activity complies with all applicable municipal, county and state regulations;
- Capture photographs for, edit, organize, and maintain a digital location library that showcases Pinellas County's diverse filming locations;
- Plan, coordinate, promote, and execute events;
- Arrange the scouting of locations, accommodations, and employment of the local community with production companies; and
- Performs other related job duties as assigned.

QUALIFICATIONS

Education and Experience:

Four (4) years of technical and specialized tourism and hospitality industry experience within the tourism and travel industry; or an Associate's degree in marketing, hospitality, journalism, public relations, advertising, business administration, or related field and two (2) years of experience as described above; or a Bachelor's degree in a related field as indicated above; or an equivalent combination of education, training, and/or experience.

Special Qualifications (May be required depending on area of assignment):

- Florida Driver's License or Florida Commercial Driver's License and endorsement, if any.
- Assignment to work a variety of work schedules including compulsory work periods in special, emergency, and/or disaster situations.
- Other knowledge, skills, abilities, and credentials required for a specific position.

Knowledge, Skills and Abilities:

- Knowledge of the tourism industry and the competition;
- Knowledge of the convention and meetings industry, the major components of the industry, and the competition;
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- Knowledge of the Pinellas County convention and meetings product;
- Knowledge of word processing and database management systems;
- Knowledge of good interpersonal skills thus having the ability to deal effectively with people of various backgrounds;
- Ability to apply computer applications and software;
- Ability to organize and communicate effectively;
- Ability to travel;
- Ability to work evenings and holidays as required by travel and sales schedules;
- Ability to have the highest level of sales skills and integrity;
- Ability to be self-motivated;
- Ability to understand the organization and department goals and objectives;
- Ability to develop and submit sales and expense reports in a timely manner;
- Ability to sell the destination to both consumers and the travel trade;
- Ability to effectively communicate in writing and orally.

PHYSICAL/MENTAL DEMANDS

The work is light work which requires exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects. Additionally, the following physical abilities are required:

- Fingering: Picking, pinching, typing, or otherwise working, primarily with fingers rather than with the whole hand as in handling.
- Handling: Picking, holding, or otherwise working, primarily with the whole hand.
- Lifting: Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Visual ability: Sufficient to effectively operate office equipment including copier, computer, etc.; and to read and write reports, correspondence, instructions, etc.
- Hearing ability: Sufficient to hold a conversation with other individuals both in person and over a telephone; and to hear recording on transcription device.
- Speaking ability: Sufficient to communicate effectively with other individuals in person and over a telephone.
- Mental acuity: Ability to make rational decisions through sound logic and deductive processes.
- Talking: Expressing or exchanging ideas by means of the spoken word including those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
- Repetitive motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Standing: Particularly for sustained periods of time.
- Walking: Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.