
Job Title	Program Manager – Film Production Training Program
PVN ID	BX-1904-003059
Category	Managerial and Professional
Location	BRONX C. C.
Department	Division of Workforce Development & Cont
Status	Part Time
Hourly Rate	\$40.00-\$46.00
Hour(s) a Week	0.00-21.00
Closing Date	Jul 03, 2019 (Or Until Filled)

General Description

The Program Manager of the Bronx Community College (BCC) Film Production Training Program

is responsible for managing this new workforce training initiative developed by BCC in collaboration with Local 52 of The International Alliance of Theatrical Stage Employees (IATSE). The program prepares students for entry-level jobs in high-demand Local 52 crafts, such as Property, Grip and Electric.

Reporting to the Dean of Workforce Development and Continuing Education, the Program Manager provides day-to-day oversight, coordination and support to ensure the successful training and employment of students in the program. In addition, he/she serves as a liaison with Local 52 and program funders, which include NYS Empire State Development and CUNY.

Other Duties

Duties and Responsibilities

- Program marketing and student recruitment, screening and enrollment
- Hire and manage instructors
- Purchase equipment and supplies
- Complete development of training curriculum
- Provide student support; ensure completion and employment in “permit work” opportunities
- Manage program budget, provide financial oversight and reporting
- Data collection, program analysis and evaluation
- Manage relationships with CBO partners and other organizations that refer students for training
- Prepare reports as required by funders

Perform related duties as assigned

Qualifications

Minimum Qualifications

- Bachelor's degree and relevant project management experience
- Solid organizational, information management and supervisory skills
- Strong interpersonal and communication skills
- Proficiency in Microsoft Office (Word, Excel, Power Point, etc.)