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<b>Job Title</b>	Program Manager
<b>PVN ID</b>	LA-2306-005679
<b>Category</b>	Administrative Services
<b>Location</b>	LAGUARDIA C. C.
<b>Department</b>	Career and Professional Programs
<b>Status</b>	Full Time
<b>Annual Salary</b>	\$75,000.00 - \$75,000.00
<b>Hour(s) a Week</b>	35
<b>Closing Date</b>	Aug 15, 2023 (Or Until Filled)

## General Description

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LaGuardia Community College (LAGCC)'s Division of Adult and Continuing Education (ACE) is seeking a program manager for the new Film Production Training program offered in partnership with IATSE Local 52 Motion Picture Studio Mechanics. The goal of the program is to train students for entry-level jobs in film and television production, in high-demand crafts like Grip, Shop Craft and Electrical.

### General Description

Reporting to the Senior Director of Career and Professional Programs, the Program Manager is responsible for daily operational management and oversight of the Film Production Training Program. This includes but is not limited to program management, student recruitment, and ensuring stakeholder satisfaction.

### Responsibilities:

#### ***Program Management***

- Coordinate program logistics, including scheduling and organizing training sessions, workshops, and hands-on practical exercises.
- Collaborate closely with Local 52 instructors to design, refine, and update the training program curriculum, to ensure that the curriculum remains relevant, comprehensive, and aligned with the emerging trends of the film and television production industry.
- Develop and execute a targeted and strategic recruitment strategy to effectively coordinate the recruitment and enrollment process for a diverse range of prospective participants, including LaGuardia Community College students, students from other CUNY colleges, Queens residents, community-based partner organizations, and local high schools.
- Provide support to students throughout their time in the training program. Proactively identify and respond to individual challenges, providing timely assistance and connecting students with appropriate resources such as tutoring, counseling services, and career development opportunities.

#### ***Partnership Management***

- Serve as the primary liaison with IATSE Local 52 on all partnership activities.
- Facilitate coordination between LAGCC instructors, IATSE Local 52, and program stakeholders to ensure the program remains responsive to the evolving needs of the industry.
- Collaborate closely with LAGCC's Center for Career and Professional Development (CCPD) to facilitate part-time "permit work" job placements for students with film and television production companies in New York City.

### **Quality Assurance**

- Establish and enforce comprehensive recruitment screening guidelines, ensuring strict adherence to eligibility requirements throughout the student selection process.
- Support training program evaluation activities including student surveys and quality assurance site visits.
- Monitor and evaluate program delivery, instructor performance, and participant progress, providing constructive feedback and implementing improvements as needed.

### **Reporting**

- Develop and maintain comprehensive reporting systems to track program activities, participant outcomes, and employer engagement initiatives.
- Analyze data and generate regular reports to assess program effectiveness, identify areas for improvement, and provide insights to stakeholders and LAGCC leadership.
- Present program updates, performance metrics, and success stories to stakeholders, showcasing the impact of the training program.

## **Other Duties**

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- Additional tasks and responsibilities as needed.

## **Qualifications**

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Applicants should hold either

1) an Associate's degree in Film Production or a related field and demonstrate 6 years of progressively responsible experience in a related role

or

2) a Bachelor's degree in Film Production or a related field, coupled with 3 years of progressively responsible experience.

- Proven experience in program management, curriculum development, or training coordination, within the film and television industry.
- Excellent interpersonal and communication skills to build strong relationships with stakeholders, instructors, employers, and program participants.
- Exceptional organizational and time management abilities to handle multiple tasks, prioritize effectively, and meet deadlines.
- Ability to analyze training program data and outcomes, utilizing insights gained to make informed

recommendations regarding best practices. Proficiently interpret and evaluate data to identify areas for improvement, implement effective strategies, and optimize the overall success of the training program.

- Possess a high level of proficiency in utilizing MS Office suite, including Word, Excel, and PowerPoint, as well as other relevant software applications.
- Prior experience working with adult learners in the context of workforce development programs, showcasing a deep understanding of their unique needs, challenges, and aspirations.
- Demonstrated commitment to diversity, equity, and inclusion.