



**Brooklyn Workforce Innovations**  
**“Made in NY” Post Production Technical Manager**  
**Position Announcement**

**Employee Type:** Full-Time, 35 hours per week

**Title:** Technical Manager

**Program:** “Made in NY” Post Production Training Program

**Status:** Non-Exempt

Brooklyn Workforce Innovations (BWI) - a nonprofit workforce development organization – seeks a key member of its “Made in NY” Post Production Training Program team. BWI helps jobless low-income New Yorkers establish careers in sectors that offer good wages and opportunities for advancement ([www.bwiny.org](http://www.bwiny.org)). The “Made in NY” Post Production Training Program brings together the resources of the New York City Workforce Development Corporation, the Mayor’s Office of Media and Entertainment and BWI to deliver job training leading to careers in NYC’s film and television post production industry. The program’s goals are twofold: fighting poverty and diversifying the post production sector.

The Technical Manager will combine educational and technical skills in Post Production. The position supports the Post Production Training Program Director to hone and advance post production technical training curricula and career development modules, manage instructors and technology used during instruction, create workshops for program graduates, and maintain a network with industry partners.

***Responsibilities***

- Continually manages and improves upon the training software and equipment.
- Coordinates and executes tech orientation, management, program instructor’s media, and day-to-day logistics of training.
- Collaborates with program instructors to ensure supplies, training materials, equipment, software license, and hardware are maintained.
- Provides individualized troubleshooting support to trainees during training cycles and in-between, within reason.
- Collaborates with Program Director and instructors to create opportunities for industry exploration (trips, networking, shadowing etc.), web and social media presence, networking with early career and intermediate career post professions, and intermediate skills training.
- Attends workshops, skills training, and networking events administered by outside vendors and industry partners to maintain up to date industry knowledge.

***Qualifications***

- Experience in and knowledge of the NYC television and film production and post production industry strongly preferred.
- Interest and experience in education or training, especially in socioeconomically diverse and underserved communities. Group facilitation experience preferred.
- Proficient in Post Production Industry software (Adobe Creative Cloud, AVID Media Composer and

- Pro Tools, DaVinci Resolve, Nuke, and other post production software).
- Administrative experience and ability to stay organized and thorough, strong attention to detail.
  - Excellent data management and computer skills (Windows, Word, Excel, database & internet applications), and an eagerness to learn new technologies to solve workflow or communications challenges.
  - Excellent written and verbal communicator.
  - Demonstrated ability to work well independently and as a member of a team, and with a wide variety of stakeholders, including low-income job seekers.
  - Flexibility to work some evenings and/or weekends. Flexibility to work at different office locations in Brooklyn.

Compensation & Benefits: \$ 60,000 – 65,000 BWI offers a comprehensive benefits package, including health and dental insurance (after 60 day-day waiting period), life insurance, employee retirement savings plan, flexible spending program, and 12 paid holidays.

BWI maintains a fun and inclusive office culture, welcomes casual attire, and offers reasonable flexibility in work schedules. Eligible for up to two days of remote work per week, with supervisor approval (full-time, in-person work will be required during portions of the year, based on program training schedules).

**Workplace Health/Safety policy states that all new hires are required to be fully vaccinated against the COVID-19 virus.**

***How to Apply:***

Email cover letter, resume, and salary expectations to Henry Leeker, [hleeker@bwiny.org](mailto:hleeker@bwiny.org) by 5/19/2023. No phone calls, please. Please include “Post Production Technical Manager” in the subject line.

**Only applications with a cover letter and resume will be considered.**

***Women, people of color and local residents are strongly encouraged to apply.***

***BWI is an equal opportunity employer (EEO).***