



## Film Project Manager Job Overview

Qualifications for employment at Watermark include having made a life commitment to Jesus Christ, agreement in writing with the Beliefs and Governance statements of Watermark, and having a work history and a lifestyle that are consistent with biblical principles. Must be an existing Member of Watermark or willing to become one.

**JOB TITLE:** Film Project Manager

**FLSA STATUS:** Exempt

**DEPARTMENT:** Film

**REPORTS TO:** Film Director and Senior Director of Communications

**POSITION SUMMARY:** This role is responsible for championing the process for creating film projects. They will work alongside the filmmakers, communications team, and clients to ensure all film projects run smoothly and efficiently.

**SPIRITUAL GIFTS:** Administration, discernment, serving

### ESSENTIAL SKILLS & EXPERIENCE:

- 3-5 years of experience in managing creative projects, specifically film/video or social media content creation
- Understands the creative process and what film makers need to be successful (logistically and creatively)

### POSITION RESPONSIBILITIES:

- Manages the timelines and overall film process, working to move projects through each step of development and keep stakeholders aligned and up-to-date on project status
- Assists film team with logistics for pre-production, production, and post-production processes
- Works with communication coordinators to effectively understand and deliver on the strategy and requirements for each film
- Works to assign projects to film makers based on margin and skill sets
- Works with filmmakers to ensure that each filmmaker is fully and efficiently deployed, tracking projects to ensure on-time completion, and setting team up to succeed
- Manages the feedback loop between filmmakers, clients, and communication teams to drive for final approval
- Processes incoming film requests, works with film makers to estimate time/resources needed to complete against available margin of filmmakers
- Maintains constant knowledge of status, priority, and next steps for all film project via a project management system
- Will eventually manage, administer, and train staff on the use and upkeep of the coming self-service content creation studio
- Develops and maintains a running list of available freelance filmmakers and manages the freelance budget. If a project needs to be freelanced to an outside filmmaker, film project manager will assist with project management as-needed.
- Works closely with the filmmakers, communications team, and social media team.

### MARKERS OF AN IDEAL CANDIDATE:

- Must be a Watermark Member or willing to pursue membership at Watermark
- Soft skills: Flexible, positive, detail-oriented, administratively gifted, good communicator, works well on a team, thrives in a fast-paced environment, can juggle multiple projects/stake holders simultaneously

*Job description not final. The position will be shaped around the giftedness and passions of the individual.*