



MOUNTAINS RECREATION & CONSERVATION AUTHORITY
Ramirez Canyon Park
5810 Ramirez Canyon Road
Malibu, California 90265
Phone (310) 589-3230 Fax (310) 589-3237

**FILMING MANAGER
JOB OPPORTUNITY BULLETIN
February 24, 2017**

The Mountains Recreation and Conservation Authority (MRCA) is recruiting a Filming Manager to manage filming and photography in locations managed by the MRCA. MRCA's filming program generates revenue that sustains the operation and maintenance of over 70,000 acres of public park lands. Ideal candidate needs great ability to work independently on projects, must be organized, ambitious, outgoing, flexible and available to the filming industry. He/she serves as a liaison between the entertainment industry and the MRCA, should have the attitude that "nothing is impossible" and must become familiar with all possible MRCA filming locations. The MRCA prides itself on offering expedited service.

PRIMARY RESPONSIBILITIES:

- Fulfills requests for use of MRCA properties for filming and photography, including negotiation of fees. Will be working with Location Scouts, Location Managers, Directors and Producers.
- Responsible for implementation of filming requests, including providing suggestions and flexible alternatives.
- Schedules and prioritizes all filming requests.
- Responsible to schedule staff for scouts, film shoots and photography shoots.
- Answers phone calls and emails in a timely fashion.
- Increases revenue with social media and networking.
- Follows established procedures for deposits and keeps excellent financial records.
- Maintains files, including documentation and authorization for expenses, filming progress, contacts and all other items related to filming program.
- Follows written and verbal direction from Chief of Developed Resources.
- Proficient in English; Spanish desirable.
- Performs related duties as required.

REQUIRED SKILLS:

- Two to five years related experience; experience with filming locations and the entertainment industry desirable.
- Ability to work independently and to respond to all filming inquires.
- Outgoing individual with experience dealing with the public.
- Must be familiar with Microsoft Office programs.
- Bachelor's degree, related field such as communication, public relations, filming or natural resources desirable.
- Familiarity with Los Angeles area environs/park lands preferred.
- Ability to complete projects and follow directions.
- Ability to quickly change tasks and focus as necessary.
- Ability to prioritize varying tasks and projects.
- Excellent oral and written communication skills.
- Flexibility to work at different sites.
- Valid California Driver's License with a satisfactory driving record. Ability to be insured.
- Ability to pass a background check to include fingerprinting.



MOUNTAINS RECREATION & CONSERVATION AUTHORITY

Ramirez Canyon Park
5810 Ramirez Canyon Road
Malibu, California 90265
Phone (310) 589-3230 Fax (310) 589-3237

PAY: \$19.97 - \$24.28 per hour

REQUIRED HOURS: Monday through Friday, 8 hours per day, 40 hours per week with scheduling flexibility; occasional evening and weekend activities may be required.

BENEFITS: Health insurance, life insurance, retirement, vacation, sick leave and holiday schedules.

DESCRIPTION OF AGENCY: In 1980, the California State Legislature established the Santa Monica Mountains Conservancy, a state agency, which preserves California's natural resources. The Mountains Recreation and Conservation Authority (MRCA) is a local agency exercising joint powers of the Santa Monica Mountains Conservancy, the Conejo Recreation and Park District, and the Rancho Simi Recreation and Park District. The MRCA retains local jurisdictional powers and is charged with preserving open space in the Santa Monica Mountains region.

The MRCA is an equal opportunity employer and is committed to the belief that each individual is entitled to equal employment opportunity.

HOW TO APPLY: Send letter of interest and resume to: zagreb.delatorre@mrca.ca.gov or you may fax to: (323) 221-9934 Attention: Zagreb De La Torre, Human Resources Specialist. Applicants should include their own name in the subject line of e-mails. Letter of interest and resume must be received by: March 15, 2017. Candidates selected for interview will be asked to submit a writing sample and references.

CONTACT: Marsha Feldman, Chief of Developed Resources; 310.589.3230 X 144