JOBSUMMARY:
Oversees and manages the School of Cinematic Arts’ Entertainment Technology Center (ETC) operations and staff. Communicates with the ETC Board of Directors to address specific issues and present project objectives and budgets. Oversees value-added projects and initiatives for ETC. Has responsibility for recruiting new sponsors and in maintaining existing sponsors. Expands visibility and brand of ETC through press, industry and cross-industry functions locally and globally. Serves as an expert in field of entertainment technology.

JOBACCOUNTABILITIES:

*E/M/NA % TIME

_______ _______ Oversees and manages the School of Cinematic Arts’ Entertainment Technology Center (ETC) operation and staff striving to ensure center’s goals are met. Develops operating and administrative policies. Directs the dissemination, interpretation and application of policies.

_______ _______ Directly or indirectly manages all staff assigned, usually through subordinate managers or supervisors. Determines organizational structure, reporting relationships and short and long-range staffing needs based on program goals. Reviews and approves hiring and salary actions to ensure compliance with policy. Oversees performance appraisal process for program staff and remains informed of any disciplinary actions required.

_______ _______ Directs the delivery of services to participants or beneficiaries. Sets and communicates priorities and performance standards and assesses operations using these criteria. Provides for quality assurance reviews and addresses areas in need of attention. Provides for the development and maintenance of automated or manual systems and procedures to facilitate operations.

_______ _______ Identifies and recruits new sponsors and donors. Maintains relationships with current sponsors and donors. Encourages current sponsors’ and donors’ participation in the center.

_______ _______ Develops forward-looking strategies and project ideas that serves needs of ETC’s sponsors.

_______ _______ Communicates with Board of Directors to address specific issues, present project objectives and budgets. Collaborates with Board of Directors on long-range planning and nature and direction of ETC programs and projects. Oversees the execution of board-approved projects and initiatives.

_______ _______ Develops and manages budgets covering operations, endowments and sponsored projects. Makes major budgetary and resource allocation decisions. Provides financial status reports as needed.

_______ _______ Directs the development of marketing and promotional strategies to include personal networking, publications, newsletters and related communications materials, and events planning. Expands the visibility and brand of the ETC through press, industry and cross-industry functions locally and globally.
Identifies fundraising and development opportunities. Seeks funds for center operations and projects from private and public sources. Oversees grant writing to fund projects or works with faculty, researchers and/or staff to develop proposals. Serves as center’s primary fundraiser and interacts regularly with support groups.

Represents the center and university as an authority in field. Acts as a spokesperson in representing the ETC and its programs and projects. Responds to requests for information, advice or assistance from colleagues, the media, professional or industry associations, etc.

Develops and implements security related procedures such as office opening and closing routines, recognition of duress signals and key controls. Coordinates security activities with university Public Safety Department. Promotes and maintains standards for security conscious awareness and behavior. Maintains knowledge of university’s crime prevention and suppression programs and services. Ensures dissemination of security related information to staff. Performs other related duties as assigned or requested. The university reserves the right to add or change duties at any time.

**EMERGENCY RESPONSE/RECOVERY:**

**Essential:**

In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.

**JOB QUALIFICATIONS:**

**Minimum Education:**

- Master's degree
- Combined experience/education as substitute for minimum education

**Minimum Experience:**

- 7 years

**Minimum Field of Expertise:**

- Entrepreneurial skills. Significant experience in motion pictures, media and technology. Expert knowledge in field, teaching experience and/or active in research. Ability to manage sponsored projects and fundraise.

**Preferred Experience:**

- 10 years

**Preferred Field of Expertise:**

- Chief Executive Officer or Chief Operating Officer experience preferred.

**Skills:**

- Analysis
Assessment/evaluation
Budget control
Budget development
Coaching
Communication -- written and oral skills
Conflict resolution
Consulting
Counseling
Customer service
Human resource process and employment knowledge
Interpretation of policies/analyses/trends/etc.
Interviewing
Knowledge of applicable laws/policies/principles/etc.
Managerial skills
Negotiation
Networking
Organization
Planning
Problem identification and resolution
Public speaking/presentations
Research
Scheduling
Staff development
Teaching/training

Skills: Machine/Equipment:

Calculator
Computer network (department or school)
Computer network (university)
Computer peripheral equipment
Fax
Personal computer
Photocopier

Supervises: Level:

Supervises employees and/or student workers.

SIGNATURES:

Employee: _______________________________ Date: _______________________________

Supervisor: ______________________________ Date: _______________________________

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.
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