



FILML.A., INC. SEEKS A WEB CONTENT MANAGER

FilmL.A., Inc. has an immediate opening for a Web Content Manager, this position is responsible for the creation and management of web content of three FilmL.A. web properties, while contributing to the upkeep and maintenance of the Company's social media presence.

This communication-focused position, which also requires solid web experience and familiarity with new media communication principles and tools, will help further FilmL.A.'s mission by coordinating "on-message" information exchange between the organization and its many stakeholders.

Essential Duties & Responsibilities:

- Under general supervision, create, update, and publish original content on FilmL.A.'s company-owned websites, working within established content standards and Content Management Systems (CMS) custom built for FilmL.A.
- On a daily basis, monitor and create content of interest to FilmL.A. and its stakeholders suitable for use in company social media channels (Facebook, LinkedIn, Twitter, YouTube).
- Update FilmL.A.'s LocoScout film location library, selecting, editing, and uploading photos of public properties available for filming and categorizing those assets appropriately.
- Conduct independent research to identify news that is of interest to FilmL.A. stakeholders.
- Employ film industry knowledge and sound judgment to respond to stakeholder inquiries and converse with stakeholders in online space.
- Assist with the ongoing monitoring and measurement of FilmL.A.'s online reputation.

Education and/or Experience

Bachelor's degree in political science, journalism or public relations
Three to five years of related experience in the fields of entertainment or politics.
Experience creating websites, blogging and/or developing other business content for online display.
Enjoyment of professional blogging, podcasting, and social networking is essential.

Qualifications:

Excellent written and interpersonal communication skills, including demonstrated capability developing web-based communication materials appropriate for diverse and specialized audiences.

No programming experience is required, however basic technical knowledge of web design tools (HTML, CSS, FTP, SQL, .NET, Flash, JQuery, etc.), terms (RSS, SEO, etc.), and measurement options (Google Analytics, etc.) is strongly desired.

Considerable knowledge of PC operations and software applications, including widely-used word processing, spreadsheet, presentation, photo editing, and desktop publishing packages.

Language Skills

Ability to create web content reflecting innovative technique and style. Ability to read, analyze and interpret complex documents. Ability to respond diplomatically to stakeholder inquiries or complaints. Ability to distinguish between routine and controversial situations and refer information to upper management as appropriate.

Mathematical Skills

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability

This position involves making frequent decisions and frequent recommendations. Candidates will work on wide range of diversified tasks involving both technical and creative skill. Must solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Must be able to interpret a variety of instructions furnished in written, oral, diagram or schedule form. Must employ discretion in treatment of sensitive or privileged information.

Physical Demands

Ability to lift up to 10 pounds less than 1/4 of the time.

Work Environment

This position has no travel requirements.
Moderate noise in typical office environment.

Application Process

Submit a cover letter with your resume and salary history to: Carmen McRae, Director of Human Resources, by e-mail at cmcrae@filmla.com or FAX at (213) 977-8682. Selected candidates will be invited to submit writing samples during the second phase of the search.

FilmL.A., Inc. is an Equal Opportunity Employer. No employee shall be subjected to discrimination or harassment. All qualified applicants will receive consideration for employment without regard to their race, religion, ancestry, national origin, sex, sexual orientation, age, disability, marital status, domestic partner status, or medical condition.