



Director, Entertainment Technology Center Job Description

JOB INFORMATION

<i>Job Code:</i>	133215
<i>Job Title:</i>	Director, Entertainment Technology Center
<i>FLSA Status:</i>	Exempt
<i>Supervisory:</i>	Supervises employees and/or student workers.
<i>Job Family:</i>	Program Management
<i>Job Family Group:</i>	Administration
<i>Management Level:</i>	4 Administrator

JOB SUMMARY

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.

JOB QUALIFICATIONS:

Education

<i>Req</i>	<i>Pref</i>	<i>Degree</i>	<i>Field of Study</i>
X		Master's degree	

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

<i>Req</i>	<i>Pref</i>	<i>Work Experience</i>	<i>Experience Level</i>
X		7 years	
	X	10 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

<i>Req</i>	<i>Pref</i>	<i>Functional Skills</i>
X		Entrepreneurial skills.
X		Significant experience in motion pictures, media and technology.
X		Expert knowledge in field, teaching experience and/or active in research.
X		Ability to manage sponsored projects and fundraise.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills

Other Job Factors

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
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.				

Other Requirements

Essential:	Emergency Response/Recovery	Essential:	Mandated Reporter
	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		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies

Other Requirements			
<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	notified to assist in the emergency response efforts, and mobilize other staff members if needed.		as a mandated reporter as required by state law and USC's policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC's policy at: https://dps.usc.edu/alerts/clery/			No

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

_____	_____	_____
Print Employee Name	Signature	Date
_____	_____	_____
Print Manager Name	Signature	Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.