POSITION DATA

JOB TITLE: Production & Media Relations Manager
DIVISION: External Affairs
DEPARTMENT: Communications

POSITION OVERVIEW

The production and media relations manager will proactively and strategically research, recommend, and pursue opportunities for involvement in film projects that are consistent with the mission of the 9/11 Memorial & Museum while acting as a liaison for TV and documentary film crews and members of the news media. The manager will vet requests to film at the 9/11 Memorial & Museum and manage filming logistics as well as assist in the management of media requests and inquiries and coordination of media visits as appropriate. The manager will also work with other members of the communications team in spearheading media strategies, news releases, and other media materials. Using knowledge of institutional initiatives, the manager will develop and pitch stories to media, as needed. The production and media relations manager will report to the senior director of communications and work closely with the communications manager.

ESSENTIAL FUNCTIONS / SCOPE

- Identifies television, movies, and streaming narrative opportunities to integrate the Memorial and the Museum into to develop a robust creative filming program
- Proactively researches, recommends, and pursues opportunities for involvement in film projects that are consistent with the mission of the 9/11 Memorial & Museum
- Establishes relationships with location scouts, directors, and producers
- Manage all facets of the film and television application and on-site filming process, including gathering information, vetting requests, completing location agreements, and scheduling and staffing productions, as appropriate
- Contributes media strategy on institutional initiatives such as special exhibitions, programs, and commemorative events
- Coordinates media visits to the Memorial and the Museum, as appropriate
- Brainstorms film and media strategies, as needed
- Drafts news releases, statements, letters, media responses, talking points, internal memos and announcements, and letters
• Helps execute logistics for tributes, news announcements, exhibition previews, and other events
• Develops story ideas on institutional initiatives and pitches to local, national, and international media outlets
• Assists in media coordination for events and VIP visits
• Performs other duties, as assigned

MISSION EXPECTATIONS

• Participates in the annual 5K Run/Walk fundraiser and September 11 commemoration, as assigned
• Assists with and supports all 9/11 Memorial & Museum special projects and events, as assigned

GENERAL QUALIFICATIONS

• Bachelor’s degree in communications, journalism, public relations, or related field preferred
• 3-5 years of experience in media relations; or prior media management a plus
• Ability to work a flexible full-time schedule including some evenings and weekends
• Exceptional judgment and ability to manage logistics
• Excellent written and oral communication skills
• Demonstrated research skills
• Interest in and understanding of news that is directly and tangentially related to the institution
• Familiarity with relevant computer programs, including Microsoft Office suite
• As appropriate, ability to deal with difficult and sensitive materials related to events of September 11, 2001
• High level of discretion and judgment
• Experience in planning and managing content projects, including with other stakeholder teams and outcome owners
• Familiar with standard concepts, practices, and procedure for developing websites
• Ability to manage multiple projects in a fast-paced, deadline-driven environment
• Demonstrated project management skills and must have the ability to work with staff on all levels of the organization

HOW TO APPLY

• Include job title in the email subject field.
• Please state the location where job posting was seen.
• Send cover letter and resume to 911mmcommsjobs@911memorial.org