

**Nashville Music, Film, and Entertainment Commission
Ad Hoc Job Description Committee**

MINUTES

March 13, 2024 5:35 p.m.
Howard Office Building
Sonny West Conference Center
700 President Ronald Reagan Way
Nashville, TN 37210

Commissioners Present: Jeffery Gordon (Committee Chair), Peter Kurland, Mike Montgomery

We agreed to accept the basic guidelines set forth in the document entitled “Executive Director, Nashville’s Music, Film and Entertainment Commission” with some changes.

Adding “or 5 years or equivalent professional experience in the entertainment industry” to the “4-year college degree” under the “Qualifications/Requirements.”

Adding “Tech and Social Media savvy” and “Competency with writing and editing software” to “Qualifications/Requirements.”

We agreed to incorporating the following from the “Job Duties of the Memphis Deputy Film Commissioner/Project Specialist” and adding them to the “Responsibilities” of the ED of the MFEC:

Initial assistance of all project inquires made to The Commission.

Maintaining the daily needs of, and documenting all shoots considering or filming in Memphis/Shelby County.

Executing the proper permits and overseeing the correct submission of insurance and other contract related documents for projects using police, or shooting on city or county property.

Location scouting for recruitment purposes.

Training, coordinating and Supervising of The Commission’s internship program.

Acting as Direct Supervisor for any temporary and or permanent staff.

Fielding calls from the public with non-production matters i.e. acting/crew opportunities, vendors interested in our clients, etc..

Overseeing/handling maintenance of location library ie Reel Scout.

Overseeing/handling maintenance of Production Directory ie Reel Crew Directory.

Overseeing/handling preparation for Full Board and Executive Committee meetings.

Responsible for yearly annual reports on projects in respect to their economic impact to the city and county.

Jeff Gordon agreed to incorporate these changes into a new document for the next meeting. However, we agreed that it cannot serve as our official document until we are able to receive input from one of our Music Commissioners addressing the needs of our music community.

We adjourned at 5:45

APPROVED, this 10th day of April 2024.

Signature on file
Jeffery Gordon, Committee Chair