POSITION ANNOUNCEMENT

Alabama Entertainment Office Specialist

A FULL-TIME POSITION

for

The Alabama Department of Commerce
Alabama Entertainment Office

Located in Montgomery, Alabama

ANNOUNCEMENT DATE:

November 17, 2025

APPLICATION DEADLINE:

December 31, 2025

POSITION ANNOUNCEMENT

Alabama Entertainment Office Specialist

SYNOPSIS

The Alabama Entertainment Office Specialist will support the administration and promotion of Alabama's entertainment industry initiatives. This position involves administrative support, industry outreach, and program coordination to foster relationships with entertainment professionals, assist productions and music projects working in the state, and promote Alabama as a premier destination for film, music, and media projects.

DUTIES AND RESPONSIBILITIES:

• Provide administrative support for office operations, including correspondence, scheduling, and recordkeeping.

• Review, process, and manage applications for entertainment-related programs and incentives.

• Aid in the review and verification of project registrations and incentive applications.

• Collect, record, track, and report on project-related data across Alabama.

• Manage and utilize Reel Scout for project tracking and location services.

• Serve as a point of contact for industry stakeholders, responding to inquiries by phone, email, and in person.

• Draft and distribute messaging and promotional materials on behalf of the office.

• Contribute to the creation and distribution of newsletters and other marketing communications.

• Build presentations and materials to promote Alabama's entertainment industry.

• Coordinate and attend industry-related events, representing the Alabama Entertainment Office.

• Develop and maintain relationships with film offices, production companies, music professionals, crew, and vendors statewide.

• Track, analyze, and report on entertainment industry activity in Alabama.

Work Habits:

• Comply with all policies and procedures set by the Departments of Personnel and Commerce.

• Plan and organize daily/weekly work schedule effectively.

• Maintain accurate records and files.

• Interact professionally with coworkers, industry partners, and the public.

• Apply solution-focused thinking and work efficiently to complete tasks.

• Demonstrate proactiveness in anticipating needs and addressing tasks.

• Exhibit strong communication skills and consistent follow-through.

• Use innovative approaches in problem-solving, partnerships, and promotion.

Required Knowledge, Skills and Abilities:

• Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook, Microsoft Forms).

• Familiarity with social media management and digital marketing tools.

• Experience with newsletter platforms (e.g., Mailchimp, Constant Contact).

• Knowledge of Adobe Creative Suite and/or Canva.

• Strong organizational and multitasking skills.

• Effective verbal and written communication skills.

• Ability to build presentations for industry and stakeholder engagement.

• Ability to review, evaluate, and analyze project registrations, applications, budgets and data.

• Ability to represent the Alabama Entertainment Office at public and industry events.

• Ability to establish and maintain strong professional relationships.

Required Minimum Qualifications:

Bachelor's degree from an accredited * four- year college or university or Three years of professional experience in administration, communications, marketing, or an industry related field.

Note: Applicants quarters hours of college coursework.

Salary and General:

Salary will be based on experience within a range of $45, 556.80 to $76,166.40 annually.

Benefits:

• Health and dental insurance

• Paid holidays

• Retirement program

Application Procedure:

Resumes may be submitted via U.S. Postal Mail or Electronic Mail to:

ATTN: Candice Sudduth
Chief Human Resources Officer
Alabama Department of Commerce
401 Adams Avenue, Suite 642
Montgomery, Alabama 36130-4106
EMAIL: CANDICE.SUDDUTH@COMMERCE.ALABAMA.GOV

Application Deadline: December 31, 2025

Resumes received after the deadline will not be considered for review. Interviews are by appointment only. Employment references may be requested during the application process.

Equal Employment Opportunity

The Alabama Department of Commerce is an equal opportunity employer. It is the official policy of the Department of Commerce that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The Department of Commerce will make reasonable accommodations for qualified applicants or employees with disabilities. The Department of Commerce reserves the right to withdraw, modify, or extend this job announcement at any time prior to the awarding of the position. The Department of Commerce participates in E-Verify, a Federal law that requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.