



Coordinator/Assistant to Richard P. Rubinstein, CEO

Full-time

Posted: April 20, 2007

Start Date: June 1, 2007

Company Background

New Amsterdam Entertainment is a New York City based independent development and production company specializing in feature films, miniseries and TV movies.

Founder and CEO, Richard P. Rubinstein has a record for making movies and television programming that goes “bump in the night.” However, over the years his credits have also included the genres of science fiction, thrillers, documentaries and drama. Among many of Rubinstein’s credits are “Stephen King’s Pet Sematary,” “The Vernon Johns Story,” “George A. Romero’s Dawn of the Dead,” and “Frank Herbert’s Dune.”

For a complete biography, credit list and projects in development go to our website at www.newamsterdamnyc.com.

Job Description

This position will manage all operational duties for the office and provide administrative support to the president/CEO of New Amsterdam, including but not limited to:

- answering phones
- handling and prioritizing mail, faxes and incoming phone messages
- coordinating meetings
- booking travel arrangements
- reconciling office and travel expenses
- compose & prepare various correspondence
- maintaining president’s personal and business calendar and rolodex

Qualifications

- Bachelor’s degree or higher (in film and/or television preferred)
- At least 2 years office experience
- Must have unrestricted work authorization to work in the United States



- Must be willing to work 10am-7pm Mondays-Fridays. We are open to discussing the possibilities of making Monday and Friday “part-time.”
- Comfortable with working overtime and off hours as necessary.
- Proficiency in MS Office
- Internet & PC literate
- Fluency in Act! & Photoshop is a plus
- Basic understanding of website development, computer networking, and computer savvy is a plus
- Highly organized, detail oriented with superior written and verbal communication skills
- Must demonstrate great follow-up skills
- Excellent phone skills
- Must be able to meet deadlines and be punctual
- Ability to exercise a high level of discretion in handling confidential and sensitive information
- Ability to work independently with minimum supervision
- Self-motivator & takes personal initiative
- Strong interpersonal skills
- Ability to multi-task and prioritize assignments under high pressure
- Willingness to accept additional responsibilities (i.e. trademark & copyright management, library management & distribution, industry standard script & book evaluation, research of story ideas, public relations, inventory management, etc.)

To Apply

Applicants must submit both a resume/CV and cover letter via email to Emily V. Austin-Bruns: mail@newamsterdamnyc.com. Candidates who fail to submit both will not be considered. Be sure to include your salary requirements in your cover letter.