



CAREER OPPORTUNITY: FILM COMMISSIONER

Job Posting Date: July 2nd, 2024 to July 19th, 2024

Submit Applications: commissionerjob@gmail.com

Starting Salary: \$85,000 - negotiable upwards based on qualifications

Vancouver Island South Film & Media Commission is a non-profit organization that was established on December 18, 1984, with a mandate to market and promote Victoria and Vancouver Island's locations, skills, and creativity to the global film industry. The Film Commissioner's key responsibilities are to attract and support film productions in the Capital Regional District and to work in alignment with the Creative BC Provincial Film Commission activities mandate to deliver a seamless client-centric experience from script to screen for production companies to do business easily in BC. This includes ensuring that our expertise, crews, infrastructure, services, and capacity across all traditional and emerging fields of motion picture production are tracked, monitored, cross-promoted and networked for ultimate success.

Job Duties:

Marketing and promoting the Capital Regional District to the domestic and international film industry as a prime location for film, television, and commercial productions by:

- Providing services, resources and information to welcome companies who wish to bring production to the Capital Regional District, with the purpose of nurturing a sustainable business climate.
- Ensuring timely response to client requests, providing script breakdowns, scouting expertise, and FAM tours.
- Serving as a reference centre for productions and offering logistical support, including assistance with obtaining local permits and film location access to achieve the creative and logistical needs of the project(s).
- Participation in tradeshow, trade missions and communication about the development of the film industry with partner organizations.
- Working collaboratively with Creative BC and other screen-based industries.
- Securing annual funding including grant writing, sponsorships and fundraising that will support the expansion of and continuation of the Film Commission.

Provide support to local screen-based industry professionals and producers by:

- Assisting with the coordination of local crew and service providers with the production.
- Content development and maintenance of www.filmvictoria.com website.
- Maintaining Reel-Scout database of location and crew.
- Supporting and working with local municipal film liaisons to develop a comprehensive filming protocol to streamline the permitting processes while ensuring that the Capital Regional District remains film friendly.
- Acting as a liaison with local businesses, communities and governments including issue resolution through facilitation of communication and problem-solving.
- Conducting background checks on production companies, location managers and producers to protect locations and businesses.
- Attending conferences and meetings with provincial and municipal agencies and staying apprised of current conditions and opportunities that affect the growth of the film production economy in BC and in particular the Capital Regional District
- Keeping the public informed and film friendly by developing and maintaining effective media relations.

Basic Qualifications:

- Three years of experience in film production with experience servicing the film sector and a strong understanding of the fast-paced needs of the industry.
- Strong interest in the arts, especially cinema and/or film production, and demonstrated passion and commitment to grow the film industry in the Capital Regional District.
- Strong leadership and relationship building skills with a proven ability to effectively problem solve and present creative solutions to complex situations.
- Proven project management skills with the ability to take a project from conception through completion with minimal supervision.
- Familiarity with non-profit organizations, program development and Southern Vancouver Island.
- Demonstrated knowledge of developments and trends in the fields of commercial and independent film.
- Strong knowledge and familiarization with Vancouver Island South.

Preferred Qualifications:

- Experience in Location Management or a combination of scouting, Location Manager and Assistant Location Manager experience is an asset.
- Experience in event coordination.
- Familiarity with government processes on a municipal and/or provincial level.
- Proficient in planning and execution of marketing strategies.
- Broad, demonstrable contacts and relationships within the film industry is an asset.
- Experience in grant writing and other fundraising activities.
- least three years in professional union productions

Skills:

- Strong leadership skills in managing a team.
- Dynamic and demonstrated relationship building skills
- Effective administrative, organizational, and interpersonal skills.
- Innovative systems thinker and strategic planner to meet goals, objectives, and deadlines.
- Collaborative networking and negotiation skills with community and industry partners.
- Proficient with computers, equipment, and technology, including Google Docs, web-based productivity, communication and research tools, and social media platforms.
- Experience with the globally used, Reel-Scout digital location library is an asset.

Education:

- Diploma or bachelor's degree in arts, economics, business, related fields or equivalent work experience.

Recruitment Process:

- All applicants considered for the Film Commissioner position will be subject to the following checks: criminal record, driving record, academic verification, credit background, employment history, employment verification, and references beyond what is provided.

This is a salaried full-time office position, with after-hours work as required. Applicants should be a Canadian citizen or be a permanent resident of Canada with a valid BC driver's license.