

creative BC

BRITISH COLUMBIA'S CREATIVE INDUSTRY CATALYST

Creative BC is an independent society created and supported by the Province of BC to sustain and help grow BC's creative sector: motion picture; digital and interactive media; music and sound recording; and magazine and book publishing industries. The society delivers a wide range of programs and services to expand BC's creative economy. These include the administration of the provincial government's tax credit programs for film and television; development funding and export marketing support; and motion picture production services to attract inward investment and market BC as a destination for domestic and international production. The society acts as an industry catalyst and ambassador to help BC's creative sector reach its economic and creative potential both at home and globally.

Creative BC is currently seeking to fill two positions for:

BUSINESS ANALYST, MOTION PICTURE TAX CREDITS

Reporting to the Vice President, Creative BC's Tax Credit Department Business Analysts are responsible for implementing and delivering provincial film, television, digital animation and visual effects tax credits for British Columbia. Working collaboratively as a team, analysts deliver friendly, knowledgeable and supportive client service to applicant productions by optimizing their personal working knowledge and tax credit expertise.

Business Analysts' main activity is managing the review and processing of incoming applications, which requires them to nurture relationships within the motion picture industry locally and internationally. Through this work, they contribute to department, organizational and sector objectives.

Together, the team works to continually improve processes and systems toward client and group success. Business Analysts also increase opportunity for cross-department and cross-industry success by integrating with the larger team at Creative BC to sustain and grow BC's creative industries sector.

KEY ACCOUNTABILITIES

Approximately eighteen months of experience in the job are required to become fully proficient. Selected key accountabilities as they relate to Creative BC's values include:

FOCUSING ON CLIENT NEEDS

- Supporting clients through delivery of provincial film and television tax credit programs and the digital animation and visual effects tax credit.
- Collaborating with the team to manage the department's overall tax credit certification application processing and service delivery.

- Ensuring applications qualify under the provincial film and television tax credit programs by analyzing complex legal and source documentation to confirm it meets the requirements of income tax legislation and regulations (including but not limited to):
 - incorporation documents
 - corporate structure
 - genre
 - allocation of costs (BC/non-BC)
 - producer and Canadian content requirements
 - broadcast licenses
 - exhibition and distribution outlets
 - chain of title
 - distribution and financing agreements
 - labour expenditures
 - production budgets
- Delivering expertise through: the interpretation of both BC and Federal Income Tax Acts and regulations as these apply to film and television tax credits; calculation of tax credits; preparation of recommendations to Certifying Authority; and final preparation of tax credit certificates for signature by the Certifying Authority on a semi-monthly basis.

INSPIRING CREATIVE COURAGE

- Internally, assisting in process innovations and the design of new workflows to accomplish routine processing work more efficiently – leaving more time to enhance service, consultation and education of clients and consultants within BC’s motion picture industry;
- Committing to personal professional development, growth and expertise as collectors of data in an increasingly data-rich and data-hungry world – maintaining consistency and accuracy of database and applicant files and providing audit backup as required;
- Assuring proper application of privacy legislation and regulations within the department, but, as a Business Analyst, considering new developments more broadly and making recommendations for how they should apply to Creative BC’s overall operations;
- Ensuring communications materials are user-friendly and up to date, that the website is optimized and that the organization’s story pipeline captures any information that can be publicly shared across Creative BC’s channels to show and tell industry successes.

BEING TRUSTED TO ACT

- Supporting and consulting with colleagues and management when necessary to discuss interpretation of issues and internal administrative policy;
- Providing second reviews on audit reports prepared by other Analysts ensuring files are complete, accurate and in compliance;
- Liaising with the Ministry of Finance, the CRA and other authorities when necessary to conclude a tax credit review;
- Maintaining personal knowledge of industry trends and issues, changes to legislation and regulations etc. through peer networks, self-education and participation in meetings and conferences;
- Performing other related duties and undertaking special research projects from time to time.

SHOWING SERVICE LEADERSHIP

- Personally communicating with client applicants during the application processes to advise on progress, providing technical explanations regarding deficiencies and ensuring all required documentation is obtained for the file as smoothly and quickly as possible;
- Responding to questions from clients (producers / lawyers / accountants) regarding the application of

procedure for Film Incentive BC and the Production Services Tax Credit, interpretation of tax credit legislation and regulations, clarification of Creative BC internal procedures, application of the tax credits to their particular productions (including providing estimates) and the structuring of productions to maximize tax credits.

DEVELOPING A UNITED VISION

- Maintaining effective relationships with clients, funding bodies, creative entrepreneurs, and associations; listening to the motion picture ecosystem and building the organization's network of relationships within the creative industries community; bringing insights back to Creative BC overall to ensure that Creative BC's activities remain relevant and responsive.
- Advancing the Creative BC mandate by participating in outreach activities such as public speaking engagements and presentations, hosting or attending industry events, and participating in trade missions as possible.

JOB REQUIREMENTS

Education / Experience

- Film and/or TV business affairs experience is a requirement
- Undergraduate degree in a related discipline and relevant experience with a film and television funding agency or production company, OR five years of experience in a legal, finance or accounting position in the film and television industry; or an equivalent combination of education and experience.

Skills

- Detail-oriented with a propensity for numbers
- Strong problem-solving skills
- Ability to read and interpret legislation
- Excellent verbal and written communication skills
- Excellent organization and administrative ability, ability to manage multiple priorities
- Ability to work as a member of a small team in a high volume, high demand environment
- Understanding of the income tax act and principles of statutory interpretation
- Ability to analyze complex business and financial information
- Ability to use MS Office Suite and complex database software
- Ability to provide solutions to complex issues
- Ability to interpret and apply tax legislation and regulations as these pertain to TV and film tax credits

Distinctive Knowledge Base

- legal documents in the context of business and industry practices (chain of title, incorporation)
- local, national and international TV, film and digital media industries is valuable
- private sources of funding
- funding programs offered by various levels of government
- tax credits available from other jurisdictions and impacts on BC tax credits
- co-production and other requirements of agencies such as Telefilm
- Canadian broadcasters and distributors
- residency requirements for BC producers and workers

- development, production and post-production processes for TV, film and digital media projects and respective industry standards related to budgeting, workflow, roles and responsibilities.
- relevant issues and developments in the film, television and digital media industry

COMPENSATION

In return for an energetic and enthusiastic commitment to Creative BC the successful individuals will be offered a comprehensive compensation package, which includes: base salary; three weeks' vacation plus annual winter break; medical, dental and extended health benefits; participation in the Public Service Pension Plan.

Applicants must be Canadian residents of BC and eligible to legally work in Canada on a continuous basis.

Please note that there are internal candidates for these positions. Interested and qualified individuals may submit a cover letter and CV to careers@creativebc.com. Submissions will be accepted through December 14, 2018.

We thank all applicants for their interest in this opportunity at Creative BC. We regret that we cannot respond to all applications so only candidates who meet the requirements and are selected for an interview will be contacted. If you have questions about this opportunity, please direct them to careers@creativebc.com