



BRITISH COLUMBIA'S CREATIVE INDUSTRY CATALYST

Creative BC is an independent, not-for-profit organization created by the Province of British Columbia to strengthen and promote B.C.'s creative sector which includes the motion picture, digital and interactive media, music and sound recording, and magazine and book publishing industries. The organization's programs, services and investments act as a catalyst to help these sectors realize their economic and creative potential and thereby contribute to the future prosperity of our province.

Creative BC's mandate includes administration of B.C.'s motion picture tax credits, delivering provincial film commission services and providing grants to creators and creative companies in the sector. The organization's programs, services and expertise support the creative sector to expand and diversify, they stimulate inward investment and employment, and promote B.C.'s creative content and production capabilities both at home and in the global marketplace. The organization has an immediate opening in the role of:

## **INDIGENOUS LEAD AND PROGRAM ANALYST**

Reporting to the Vice President as a member of Creative BC's funding team, the Indigenous Lead and Program Analyst will be responsible for the Rogers and Creative BC Indigenous Fund, leading consultation, design and delivery of all programs under the new \$1M fund. In addition, this individual will be part of the funding team taking on special projects to support Indigenous-owned and B.C.-based companies, creators, and the overall ecosystem, driving the advancement and growth of this province's creative industries with a focus on Indigenous creators.

The successful individual will collaborate with partners at the Indigenous Screen Office, the CMPA BC, and be intent on strategically increasing, tracking and promoting the production, marketing, distribution, and export of Indigenous creative content that is B.C.-owned and controlled intellectual property.

## **KEY ACCOUNTABILITIES**

**PROGRAM MANAGEMENT:** The Indigenous Lead and Program Analyst administers grant programs, analyzes the impacts of program scopes, budgets and funding decisions and applies proactive design and strategic thinking to maximize outputs and outcomes from Creative BC investments. The Indigenous Lead and Program Analyst studies the market, understands trends, identifies gaps and incorporates this knowledge into recommendations for program adjustment, improvement in strategic investments through programs, and the implementation of new channels and opportunities for creators in the province. The Indigenous Lead and Program Analyst consults regularly with the Vice President regarding Development programs and budgets, delivers service excellence to applicants and ensures programs are accessible, deadlines are met and funding cycles are smooth and successful.

**COMMUNICATION AND TRACKING:** The Indigenous Lead and Program Analyst collaborates with the Funding Team and the Operations team, including the Marketing and Communications function, to leverage Creative BC's tools and systems for the efficient management and real-time communication of program and recipient progress. The focus is on clean data, quality reporting and the effective transfer of information through these systems to others in order to identify opportunities for announcements, government participation and the overall promotion of the sector and its creators as recipients of these programs.

**EXPERTISE AND RECOMMENDATION:** The Indigenous Lead and Program Analyst is expected to stay abreast of the market and industry context within which they operate and reports regularly on program progress, outputs, outcomes, relevance and opportunity for further partnership, collaboration and engagement with industry. This role requires strong connections within the IBPOC creative and film community to have a great level of understanding of what marginalized artists in the creative sector need.

**STRATEGIC ALIGNMENT:** Importantly, the Indigenous Lead and Program Analyst champions the integration of Creative BC's strategic pillars, goals, objectives and values into the design and delivery of programs – from the writing of guidelines to the promotion of opportunities to new applicant pools.

**MARKET PRESENCE AND BUSINESS DEVELOPMENT:** While most day-to-day activities center on program delivery (from program design to applicant management to the assessment of program impacts and project trajectories), the Indigenous Lead and Program Analyst is required to represent Creative BC in this client-facing role, both in-house and at speaking engagements and relevant industry events – interfacing with applicants and industry partners alike, from association leaders to creators and creative entrepreneurs.

**Select responsibilities as they relate to Creative BC's values include:**

#### **INSPIRING CREATIVE COURAGE**

- Takes initiative in all activities to innovate, lead and connect, both internally and externally;
- Identifies and supporting creatives, creative entrepreneurs and creative industry activities to which our organization can add value and offer support;
- Bridges existing industry initiatives and funding team with the music team to creatively integrate and cross-share best practices while defining new opportunities for improved client and industry service;
- Collaborates with local, regional, and national partners to market and promote Creative BC's programs including outside urban centres, ensuring opportunities reach broad audiences and next generation BC talent;
- Works internally as part of the Funding team and across the organization to inspire our own creative courage – innovating processes, procedures and approaches, adapting how we work by embracing experimentation and change.

#### **FOCUSING ON CLIENT NEEDS**

- Designs innovative programs, and associated Key Performance Indicators for programs, with a focus on I.P. creation, diversity and inclusion, economic development and job creation for BC's creative industries;
- Educates and consults with applicants and recipients to facilitate a smooth application process and excellent client experience throughout the granting relationship as well as afterward – by contributing to Creative BC's mechanisms for ongoing support and tracking of funded recipients;
- Ensures all communications around programs are clear and timely; updates website pages and calendar items; alerts communications team of upcoming program openings and deadlines for newsletter and social media communications.
- Helping foster a safe and inclusive space within creative sector, while also listening to feedback and concerns of our intended audience to help implement responsive funding streams..

## **SHOWING SERVICE LEADERSHIP**

- Receives, processes, analyzes and approves funding applications; prepares program reports for detailed analysis of applications, applicants, impacts and outcomes; ensures clean and useful data is collected, making corrections as needed for accurate records; aggregates and stores relevant summaries and reports not only for tracking and program assessment purposes, but more broadly for creative industries storytelling purposes;
- Develops and maintains meaningful indicators to measure, analyze and report on the progress and success of programs, continually innovating processes to further the intentions of the organization's strategic objectives.
- Showcasing a high level of integrity and accountability when working within Indigenous, other underrepresented communities and creatives we serve.

## **DEVELOPING A UNITED VISION**

- Maintains effective relationships with funding bodies, creators, creative entrepreneurs, applicants, underrepresented communities and recipients; listens to the industries and builds the organization's network of relationships within the creative industries community; brings insights back to the funding department and to Creative BC overall to ensure that activities and services remain relevant and responsive;
- Acts as the industry expert in the program domains for which the Indigenous Lead and Program Analyst is responsible; proactively, transparently and frequently weighs in to inform strategic decision-making by the Vice President, CEO and the broader leadership team: brings forward relevant program and industry trends, influences, challenges, and creator successes; monitors funded projects' ongoing trajectories that demonstrate the efficacy of investment and growth of the sector due to investment;
- When requested, delivers presentations internally or externally to educate clients or represent Creative BC.

## **BEING TRUSTED TO ACT**

- Shows initiative, is helpful, creates solutions and acts as a team player upon which funding colleagues can depend;
- Contributes to Creative BC's overall strategies as a high energy, collaborative and supportive team member—helps clients and colleagues alike achieve their objectives;
- Is prepared to contribute to a variety of activities—from trade shows and festivals to special projects, storytelling and administrative activities—all to ensure coordinated delivery within a small and united organization.

## **DIFFERENTIATING COMPETENCIES**

The individual who will succeed in this role is:

- Industry savvy and on point, organized and effective;
- Clear, relatable and positive; collaborative, flexible and receptive;
- Keeps confidences, manages relationships with grace; and
- Deals well with complexity and challenge.

## EXPERIENCE REQUIREMENTS

Priority will be given to qualified applicants who identify as Indigenous, First Nations, Métis and/or Inuit.

Applicants must possess:

- Strong people and service skills, excellent oral and written communication abilities;
- An understanding of program design, development, administration and delivery;
- Digital and Microsoft Office expertise, including the ability to work with databases and automated workflows, such as within Salesforce;
- An understanding of B.C.'s creative industries and the ecosystem of activity that serves a strong creative sector (experience within any of the industries served is considered an asset); knowledge of the province's industry players and trends, other funding programs and B.C.'s relevant collaborative partners and associations;
- Excellent organizational skills with a talent for building relationships and networks, the ability to effectively navigate complex and competing demands, and the capacity to calmly adapt and deliver to deadline, even when circumstances change;
- Vast knowledge and strong ties to the Indigenous film community;
- Possess strong ethical and decolonial practices when working with Indigenous filmmakers, communities and within the workplace. (i.e.: ImagineNative's On-Screen Pathways and Protocols).

## APPLICATION INFORMATION

Applicants must be Canadian residents of BC and eligible to legally work in Canada on a continuous basis. The organization applies relevant, inclusive and balanced hiring practices, reflecting our organizational values and the BC Human Rights Code. Creative BC is an equal opportunity employer.

Please submit your cover letter and resume to [careers@creativebc.com](mailto:careers@creativebc.com). Creative BC's interview process will begin immediately, and **submissions will be accepted through Tuesday, November 30, 2021.**

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 send them directly to [careers@creativebc.com](mailto:careers@creativebc.com).