



An independent non-profit agency designed and supported by the Province of British Columbia, Creative BC serves the creative media industries with strategic activities that will sustain and grow this sector's economic success. Through strategic leadership and collaborative action, Creative BC delivers programs and services that leverage BC's reputation, reach and potential in four interrelated areas: film and television; digital and interactive media; music and sound recording; and magazine and book publishing. Key activities are: to design funding programs for the creative media industries that stimulate development and support export marketing; to act as the province's designated film commission in the delivery of motion picture production services; to administer provincial motion picture tax credit programs; and importantly, to lead and unite BC's creators, creative entrepreneurs and media industries in the continued attraction of inward investment – marketing BC as a destination of choice for domestic and international media production.

In order to ensure the best outcome and future for Creative BC, we are engaging in an open recruitment process to formalize the permanent position of:

MOTION PICTURE INDUSTRY AND COMMUNITY AFFAIRS MANAGER

Creative BC values diversity and strives to reflect the communities it serves. To ensure diverse teams, the organization encourages and prioritizes applications from members of groups that are historically, persistently, and systemically underrepresented including: Indigenous, Black and people of Colour; people identifying as LGBTQ2AI+ and/or non-binary; people living with visible and invisible disabilities; and members of other equity seeking groups. Creative BC also encourage applicants to self-identify if they wish to do so during the application process.

Reporting to and working closely with the BC Film Commissioner + Director of Production Services, the Manager, Motion Picture Industry + Community Affairs (the Manager) is responsible for leading a small team within the department of the Provincial Film Commission at Creative BC. This individual collaborates with the broader department and with Creative BC's entire team to sustain motion picture production in B.C. and to advance the organization's overall strategic objectives.

The Manager is uniquely privy to sensitive information and must have the proven integrity to maintain utmost confidentiality. This role is dynamic and complex. Consensus building, stakeholder engagement, and diplomacy are core activities and skills for success in this role. The Manager is comfortable with high volume, competing demands and pressures.

As the provincial focal point for resolution of physical production issues in B.C., this individual proactively advises the BC Film Commissioner + Director of Production Services and CEO on current issues and the development of standardized guidelines and procedures for all levels of government and stakeholders. The focus areas of the role are to: remove impediments and delays to film production; to minimize the administrative burden on production companies; to facilitate constructive collaboration among key stakeholders, including those in other departments internally at Creative BC; and to ensure a film friendly environment toward industry success.



KEY ACCOUNTABILITIES

Selected key accountabilities as they relate to Creative BC's values include:

FOCUSING ON CLIENT NEEDS

- promoting the economic benefits of the industry; developing and leading inter-agency projects for the development of standardized filming guidelines, new and/ or revised location application processes and procedures, and adoption of business practices that minimize administrative challenges faced by film production companies;
- ensuring the smooth and successful execution of current motion picture production activity in B.C.; working collaboratively with municipal and regional government including senior local and regional staff, mayors and councils in the resolution of issues;
- contributing to support B.C.'s domestic motion picture industry, including supporting B.C.'s producers and IP creators, facilitating increased access and opportunity as possible for local producers and storytellers;
- responding to emerging issues as escalated by department coordinators; taking a leadership role to address the more complex issues relating to policy and physical production—mediating and facilitating, gathering data, fostering consultation and resolving production location issues and/or concerns;

BEING TRUSTED TO ACT

- advising the BC Film Commissioner + Director of Production Services, CEO and Ministry Policy Specialists on key issues and priority areas as they emerge;
- building an objectives- and metrics-focused approach for the Industry + Community Affairs team; creating an inventory and valuation of community affairs services as delivered by Creative BC;
- identifying methods and opportunities for increased data collection on the motion picture industry, its impacts and benefits;
- managing all needs and issues relating to physical production, proactively advising and collaborating with industry, labor, government, and stakeholders to improve client experiences when filming in B.C. and to evolve relevant policy;
- cross-government strategies, policies and guidelines at the provincial level to improve B.C.'s competitive position in the international market place from a "location" perspective;



DEVELOPING A UNITED VISION

- facilitating ongoing, constructive interaction and collaboration among multiple stakeholders from government and industry to sustain physical production activity levels and film friendly communities in the Lower Mainland and B.C.; co-creating a positive and sustainable future for B.C.'s motion picture industry through proactive facilitation of a respectful and inclusive industry;
- promoting best practices with regards to filming on location and communicating with various levels of government, permitting authorities and first nations governing bodies;
- listening and responding to feedback and concerns that arise from communities we film in across the lower mainland;
- consulting and engaging with all potential stakeholders when proposing change to policy and ensure all affected groups are heard and included in decision making;
- helping promote, organize, and create industry stewardship opportunities through the Motion Picture Community initiative to demonstrate the importance of giving back to communities and acknowledging the multi-levelled partnerships necessary to keep industry sustainable.
- collaborating with the Production Services Team and regional film commissions as required;

INSPIRING CREATIVE COURAGE

- leading the Industry + Community Affairs team to develop and implement annual plans and objectives relevant to ongoing projects and collaborations as well as to Creative B.C.'s overarching strategic plan;
- identifying opportunities for improvement and leading proactive issues resolution as an expert, neutral and solutions-focused mediator between all motion picture stakeholders, facilitating the removal of impediments/delays for all live action-related production issues arising in British Columbia (stakeholders include municipal governments, police, RCMP, firefighters, provincial ministries such as transportation etc.);
- in collaboration with the Communications team, developing and delivering educational and public presentations on economic and social benefits of the industry; increasing the pool of knowledge available to community and industry stakeholders; promoting public awareness and pride and help to break down barriers to accessing work and information about the motion picture industry
- working to support Reel Green initiatives that benefit our community partners and advance sustainability goals for the motion picture industry including but not limited to the Clean Energy Committee



SHOWING SERVICE LEADERSHIP

- responding to emerging issues as escalated by production representatives; taking a leadership role to address the more complex issues relating to policy and physical production—mediating and facilitating, gathering data, fostering consultation and resolving production location issues and/or concerns;
- leading the Industry + Community Affairs team to develop and implement annual plans and objectives relevant to ongoing projects and collaborations as well as to Creative B.C.'s overarching strategic plan;
- facilitating collaborations across industry and government toward improved client experiences for motion picture productions and increasing film friendliness within the province;
- considering and supporting cross-promotion of B.C.'s broader creative industries as they converge with physical production and the associations and stakeholders relevant to the motion picture industry.
- leading and managing the Motion Picture Industry + Community Affairs team to respond to day-to-day demands while also developing committed processes, agreed workflows, and methods of documentation and internal information sharing in support of agility and transparency for the BC Film Commissioner + Director of Production Services and the CEO.

DIFFERENTIATING COMPETENCIES

The individual who will succeed in this role is:

- Relatable, a person of high integrity with outstanding communication and facilitation skills;
- Deeply knowledgeable and possesses film industry savvy, perspective and expertise;
- Strategic, creative and agile with a strong ability set priorities
- Able to deal fairly and expertly with complexity and trouble.