

Deputy Director, Provincial Film Commission

Department: Film Commission
Position Type: Permanent
Reports To: BC Film Commissioner

Job Summary + Role Purpose

Reporting Directly to the BC Film Commissioner, the Deputy Director's key responsibilities are for oversight and delivery of the provincial film commission's operations and services relevant to B.C.'s major strategic industry initiatives including, and not limited to: Reel Green™, Creative Pathways™, and Regional Initiatives. The Deputy stewards, supports, and encourages industry integrity by championing high, inclusive, and green standards of practice and professionalism throughout the industry and seeks to demonstrate measurable progress, value and impact. The Deputy Film Commissioner stands in as the Acting B.C. Film Commissioner in their absence.

Key Responsibilities

- **Delivery:** Strengthen marquis initiatives externally through relationship building, internally through team leadership. Develop team's annual plan and oversee its delivery, establish metrics of success, report on progress at the management table and more comprehensively for year end reflections to funders and partners.
- **Leadership:** Stand in as the Acting BC Film Commissioner in their absence, staying informed and connected to all aspects of provincial film commission services and activities.
- **Brand:** Build B.C.'s motion picture industry brand by overseeing quality delivery of these marquis Creative BC initiatives including strategic engagement and facilitation; participate as the film commission's representative on industry-led enhancement initiatives (non-Creative BC), and as requested by the B.C. Film Commissioner.
- **Engagement:** Promote the initiatives within the B.C. motion picture ecosystem, increase engagement and participation, and foster pride in these united and collaborative efforts to enhance the value delivery and relevance of the industry to its funders, partners, stakeholders, First Nations, government, and the B.C. public.
- **Administration:** Work with Leads and the operations team to improve administrative practices, set clear priorities, and build momentum. Align budgets, workflows, processes, cycles, tracking, and communications. Support decision-making by guiding time and resource allocation, ensuring projects are completed efficiently, and resolving complex challenges at a senior level.
- **Stewardship:** Facilitate internal awareness, for the B.C. Film Commissioner and leadership team, of activities, arising opportunities, challenges, and priority areas; contribute to cross-government strategies relating to the initiatives and educate government, industry, communities and stakeholders on value of the initiatives.

- **Collaboration:** Cooperate with the film commission team and more broadly across the organization on various shared objectives, projects, events, and tasks.

Details

- Work with industry to build long-term development plans for environmental and social sustainability, including identification of connections to provincial initiatives and industry workforce development efforts.
- Lead and manage the Film Commission Initiatives team by exemplifying dedication to Creative BC's purpose, inspiring and nurturing team members to fulfill the common mission, and cultivating an inclusive, psychologically safe, and motivating environment conducive to collaboration, individual achievement, and growth.
- Collaborate with the BC Film Commissioner to develop the Film Commission Initiatives annual plan and objectives, including JEDDI, and independently track progress against this objectives- and metrics-focused plan to report at the management table.
- Collaborate with the Vice President and operations teams on any initiative-related funding program delivery to align with standards of best practice and compliance as devised by the Funding Programs Department, as well as to align with related communications commitments, protocols, and practices.
- Manage, support, and oversee Lead, Reel Green™, Lead, Creative Pathways™, and the Regional Lead in accomplishing their responsibilities and objectives.
- Build, grow, and maintain industry relationships to strengthen and ensure success of initiatives, collaborating with film commission managers to understand overlaps and synergies so that external partners have a seamless experience of film commission activities, services and supports.
- Develop processes for ongoing improvement, including better data collection and insight through the team's activities; maintain meticulous digital record-keeping, ensure currency and value of various platforms managed and delivered by Film Commission Initiatives team.
- Support the BC Film Commissioner + Director of Production Services' strategic marketing plan and tactics; represent Creative BC and the industry as required to stakeholders and the public;
- Understand the tools of measurement and key messages relevant to the industry, its economic benefits and contributions to the B.C. economy;
- Continuous and proactive personal and professional development in support of Creative BC's mission and values.
- Partner with operations to deliver a comprehensive year-end report to board members and government stakeholders, showcasing team accomplishments in line with the strategic plan. Emphasize successes and showcase measurable performance against key performance indicators and annual business plan objectives.

Qualifications & Experience Requirements

- Industry Experience and Education: a minimum of 5 years' senior leadership experience coupled with material locations experience on major productions in the motion picture industry; deep understanding of the industry's structure, players, and the entire production process, from pre-production to post-production, is crucial; post-secondary education in a related field such as business or communications is considered a key asset.
- Management Experience: process and people management experience – from overseeing production teams, and coordinating with various departments, to overseeing projects and ensuring smooth operations.
- Technical Knowledge: A strong understanding of environmental, social, and regional strategies and practices relevant to the film industry and the B.C. context of governing bodies and authorities within which it works.
- Communication Skills, Integrity, and Discretion: Efficient and proficient written, verbal and listening abilities; honesty, ethical behaviour, and ability to maintain confidentiality when required while acting with fairness in their interactions with others.
- Problem-Solving Skills: adept at breaking down complex issues, evaluating various options, and implementing strategies to overcome obstacles and achieve goals.
- Organization, Alignment, and Prioritization Skills: capacity to manage multiple projects, competing deadlines, and many clients and priorities simultaneously while delivering on organizational priorities.
- Networking and Currency: ability to build and maintain a strong network of industry contacts, staying connected and updated on industry trends and opportunities.