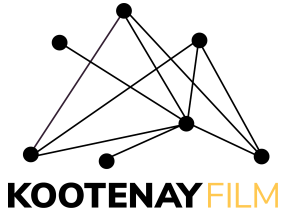


Nelson Civic Theatre Society

719 Vernon Street

Suite 103

Nelson, BC V1L 4G3



Film Commissioner for the Kootenay Region

Position Type: One year contract (to be reviewed annually with opportunity for renewal)

Reports to: Kootenay Regional Film Commission (KRFC) MOU Partners: Nelson Civic Theatre Society (NCTS) and Kootenay Rockies Tourism (KRT)

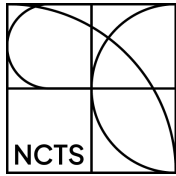
Position Summary

Beyond [Creative BC](#) in Greater Vancouver, there are [eight provincially-funded regional film commissions](#) that collaborate to promote, serve and assist their economic regions through local knowledge, industry expertise and ground support to regional productions. With stunning locations, unique local expertise and a broad network of relationships, the regional film commissions are integral to motion picture in our province.

As the Film Commissioner for the Kootenay Regional Film Commission, you will be responsible for promoting the region as a prime location for film, television, and commercial productions to the global film industry. This role involves providing essential services to out-of-town producers, supporting local industry professionals, and representing community interests to ensure a sustainable and beneficial film production environment. You will work in alignment with the Creative BC Provincial Film Commission mandate to deliver a seamless, client-centric experience from script to screen, making it easy for production companies to do business in BC.

Deliverables (Under our contract with Creative BC)

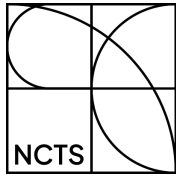
- Promote the Kootenay region as a prime filming location to domestic and international film industries.
- Serve as a reference center to support the creative and logistical needs of visiting and local productions, by providing timely responses, location and film permit expertise, FAM tours and surveys, and logistical support



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- Work with the Kootenay Screen-Based Industry Regional Program Manager to support local film and screen-based industry professionals by providing resources and assist in facilitate connections between local talent and productions
 - Communicate with labor unions and producer organizations about the development of the Kootenay film industry
 - Develop, maintain and update online service databases and location libraries including Reel Scout, KootenayFilm.com, and the online crew/vendor database to provide information on regional locations, productions services and resources (eg infrastructure, suppliers and crew)
 - Represent community interests by liaising with local groups, businesses, governments, and First Nations groups to facilitate communication, streamline filming protocols, permitting processes and resolve issues. This includes conducting background checks on production companies to protect local interests.
 - Maintain communication with stakeholder organizations and participate in industry events, conferences and meetings to promote the region, as well as to stay informed about conditions and opportunities affecting the regional film economy
 - Secure additional funding through grants, sponsorships, and donations to support the Film Commissioner role and regional film initiatives
 - Develop and maintain effective media relations to keep the public informed and supportive of film productions, and contribute to Creative BC communication initiatives by providing official publicity materials as available such as production stills, behind the scenes/crew photos, good news stories and press articles related to production in the Kootenay region.
 - Keep Creative BC updated on regional focus and film initiatives, while collecting and maintain accurate and consistent motion picture industry production data toward gaining deeper insight and understanding of regional motion picture trends, economic impacts and emerging opportunities
 - Facilitate development necessary to increase motion picture infrastructure *as applicable*, such as equipment rental, service businesses, crew training, and studio facilities



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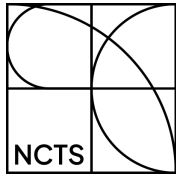
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Preferred Qualifications:

- Proven experience in film production, location management or scouting, or a related field.
- Strong understanding of the film industry and production processes, including knowledge of trends in commercial and independent film production, community and economic development
- Broad, demonstrable contacts and relationships within the film industry.
- Strong familiarity and knowledge of the Kootenay region and its unique attributes as a filming location is an asset.
- Proficiency with relevant technology and databases, including G-Suite, Slack, Zoom, other web-based productivity tools, communication and research tools, and social media platforms. Familiarity with Reel Scout is an asset.
- Experience in developing and executing marketing strategies.
- Familiarity with government processes on a municipal and/or provincial level.
- Economic development, grant writing and other fundraising experience.
- Familiarity with non-profit organizations and structure, demonstrating understanding of the “big picture” of NCTS’ and KRT’s respective missions and organizational development
- Awareness and respect for differences in human behaviors and cultures, and a willingness to learn more about current anti-racism, EDI and inclusion practices.
- Resides in (or willingness to relocate to) the Kootenay Boundary, East Kootenay or Central Kootenay
- The ability to work legally in Canada.



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Skills:

- Strong organizational, administrative, strategic planning and project management skills to meet goals and deadlines
- Ability to take initiative, set priorities, organize work
- Strong leadership skills with the ability to empower and engage others through a values-based approach, while being able to work independently and collaboratively as a team.
- Excellent interpersonal and communication skills, including the ability to listen, negotiate and craft a good case for support
- Ability to work collaboratively with diverse stakeholders, including local communities, businesses, and government agencies.
- Dynamic and demonstrated relationship building and networking skills, with the ability to recognize and engage supporters beyond known groups and sectors.
- Strategic, innovative and effective systems thinker, with an entrepreneurial mindset

Equal Opportunity Employer

We are committed to creating a diverse environment and are proud to be an equal-opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

Interested candidates should submit a CV and cover letter to lynn@kootenayfilm.com

Be sure to provide your current availability and earliest start date.

Applications will be accepted until the position is filled.