



IMMEDIATE FULL TIME POSITION AVAILABLE WITH OKANAGAN FILM COMMISSION

– LOCATIONS SERVICE OFFICER

Locations Service Officer

Reporting to the Okanagan Film Commissioner the Locations Service Officer will provide administrative assistance to the Film Commissioner as well as on the ground locations assistance to the Okanagan Film Commission (OFC), and other duties as required by projects at the OFC.

The Locations Service Officer will be responsible for:

Administrative Duties:

- Preparation of reports and documents as directed by the Film Commissioner
- Preparation of Agenda, Meeting Minutes, and other documents as required by the OFC Board of Directors
- First point of contact for all inquiries, respond to location inquiries and direct to Film Commissioner as required.
- Organize calendar and make arrangements for meetings, travel and accommodations, as directed.
- Providing script breakdown services to producers of film and television projects and researching and developing script location packages for clients.
- Supervising the work of individuals hired by the Okanagan Film Commission to provide services (Location Scouts, etc)
- Developing relationships and activities to support the local film community and development of the crew base.

Location Survey Assistance

- Assisting OFC staff on hosting of clients for locations survey including: preparing itineraries, coordinating with property owners, planning special events and other duties as required

Library Development – stock footage scouting

- Overseeing all aspects of the digital film library (FILM Pilot), including updates, maintenance and ongoing research
- Assessing digital library needs for locations
- Shooting new locations as required
- Re-shooting older locations as required
- Assisting with regional scouting workshops
- Uploading new images to OFC digital library (Film Pilot)

- Forwarding images to BC Film Commission as required

Skills

- Strong computer skills, Word/Excel/Publisher/PowerPoint/Access REQUIRED – a competency test is mandatory
- Strong Interpersonal/communications skills in the areas of public speaking and writing
- Detailed knowledge of the Okanagan Film Commission region
- Ability to work well in a self-directed environment
- Customer Service experience required
- Photography skills would be an asset
- Applicants with a degree or diploma in business with a marketing/tourism or business concentration or equivalent work experience are preferred

Remuneration/Terms of Employment

- Remuneration is commensurate with experience and qualifications.
- Vehicle expenses will be paid at a rate of .45/km (reports required)
- Other expenses for regional travel will be reimbursed with original receipts
- Flexibility to respond to non-traditional work hours is expected
- Regular business hours are 8:00am – 4:00pm, Monday through Friday, although flexibility to respond to non-traditional work hours may be required.
- Benefits and holiday allocation will apply following successful completion of 3 month probationary period.
- Starting salary based on prior qualifications within the range of \$28,000 - \$32,000 annually.

Interested applicants should forward a cover letter and resume in confidence to Jon Summerland, Film Commissioner, Okanagan Film Commission by February 29th 2008.

Email: jsummerland@okanaganfilm.com

c/o Okanagan Film Commission

1450 KLO Road

Kelowna, BC V1W-3Z4

Fax: 250-868-0512