

## **JOB DESCRIPTION**

BCGEU

1. Position No. 81369	2. Descriptive Working Title Film & Special Events Assistant		3. Present Classification CK 4
4. Department Real Estate & Portfolio Renewal	5. Branch/Section Operations	6. Work Location Fully Onsite	Date Oct 2017; Rev Oct 2021
7. Position No. of Supervisor 81180	8. Descriptive Work Title of Supervisor Senior Manager, Film & Special Events		9. Classification of Supervisor Excluded Management
10. Job Summary:			

Reporting to the Senior Manager, Film and Special Events, the Film and Special Events Assistant provides administrative services for a variety of filming and special events at Riverview Lands and other PRHC owned/BC Housing managed properties. He/she/they coordinates legal documents relating to filming and special events, monitors payments, assists with procurement of contractor services, and performs contract administration requirements.

11. Duties:	
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1. Prepares and coordinates the execution and distribution of legal documents, including leases, licenses, agreements and contracts relating to filming and special events. Liaises with lawyers, consultants, BCH staff and others to gather and provide information
2. Receives, monitors and processes contract deposits and other payments due to BC Housing. Either prepares, or instructs Accounting to prepare invoices and monitors that payments have been received. Advises Senior Manager of any delinquent accounts
3. Assists with the procurement of consultant/contractor services; provides information and input for Requests for Proposals (RFPs), assembles responses and prepares background information as requested, completes offer and rejection letters in accordance with instructions and prepares service contracts, purchase order requisitions and work orders based on the approved quotes and negotiated terms
4. Completes contract administration requirements, processes invoices in accordance with contract provisions, monitors service contracts for expiry date and accumulated values, identifies and arranges for change orders and prepares and distributes Contract Addendums as required
5. Conducts industry specific research pertaining to filming and special events, prepares information to support the negotiation of rates, and provides background information for various other topics/issues
6. Conducts corporate searches on societies and legal entities
7. Reviews routine scripts for appropriateness as they relate to BC Housing's film policy, permits and other requested documents, and advises Senior Manager or Film & Special Events Manager of any areas of concern.
8. Investigates and researches information for status reports, briefing notes and Executive Committee/ Provincial Rental Housing Corporation (PRHC) Submissions and external client submissions; prepares draft reports or sections of reports in accordance with instructions provided
9. Maintains budget data, reconciles budgets, resolves discrepancies and provides status updates to the Senior Manager
10. Creates and maintains spreadsheets, databases, etc to support the program and generates reports
11. Conducts site inspections at Riverview to ensure all open doors are being properly monitored, and checks set up and parking to ensure that fire lanes are clear and fire hydrants are not blocked

12. Assists the Manager in coordinating special events and arrangement of tours at Riverview, and notifies affected tenants, licensees and facility managers
13. Schedules, organizes and coordinates events and meetings including preparing and circulating agendas, coordinating the preparation and distribution of materials, and organizing venue or video conference, speakers, hospitality, catering services, travel and accommodation
14. Processes travel claims, credit card statements and invoices for payment
15. Maintains attendance records, vacation and flex day schedules
16. Acts as administrative liaison and maintains a positive working relationship with other branches/departments and external stakeholders
17. Develops, recommends and drafts new administrative processes, forms, templates and documents as required to meet changing program requirements and orients staff to new procedures and processes
18. Acts as backup for Film Liaison Coordinator as required
19. Performs other related duties that do not affect the nature of the job, including participating on project task teams or assisting with special assignments

**STAFFING CRITERIA**

1. Position No. 81369	2. Descriptive Working Title Film & Special Events Assistant	3. Present Classification CK 4
4. Education, Training and Experience		

Completion of post-secondary courses in business or program administration or other relevant discipline.

Considerable progressive, directly related experience in a comparable and highly computerized environment, including experience in program and contract administration.

Or an equivalent combination of education, training and experience acceptable to the employer.

5. Knowledge and Skills	
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**Core Competencies:**

- Personal Effectiveness
  - Communication
  - Results Oriented
  - Teamwork
  - Service Oriented
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- Considerable knowledge and understanding of the practices and processes associated with filming licenses.
  - Some knowledge and understanding of contract law, legal agreements and legal instruments
  - Working knowledge of accounting principles and processes
  - Working knowledge and understanding of business tools, templates and processes to support administration functions
  - Sound knowledge of and expertise in enterprise applications such as JDE, Oracle,
  - Sound knowledge and proficiency in productivity applications such as Microsoft Office, Outlook, MS Word, PowerPoint and Excel
  - Ability to work under direction of several people, organize and prioritize work and meet deadlines, while
  - Ability to function effectively as part of a team in a fast-paced deadline-oriented environment
  - Ability to type a minimum of 40 wpm
  - Ability to respond to shifting challenges without compromising the quality of the work
  - Strong analytical, research and problem-solving skills and ability to find and implement creative and practical solutions to problems
  - Excellent oral and written communication skills, with a solid command of English grammar, punctuation and spelling
  - Strong mathematical aptitude and excellent attention to detail

6. Occupational Certification	
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