

JOB DESCRIPTION

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1. Position No. 81419, 81420	2. Descriptive Working Title Film Liaison Coordinator		3. Present Classification CK 4
4. Department Real Estate Services & Portfolio Renewal	5. Branch/Section Development & Asset Strategies	6. Work Location On Site	Date Mar 2018; Revised July 2021
7. Position No. of Supervisor 81421, 81422	8. Descriptive Work Title of Supervisor Film Supervisor		9. Classification of Supervisor AO 3
10. Job Summary:			

Reporting to the Film Supervisor, the Film Liaison Coordinator works in a fluid environment, requiring the incumbent to quickly adapt to constant changes. He/she/they supervise the setting up (“prep”), filming and dismantling (“wrap”) of production activity and special events, ensuring compliance with production/event contract and site rules at Provincial Rental Housing Corporation/BC Housing Management Commission properties.

11. Duties:	
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1. Enforces site policies and procedures, including fire, health, safety and hazardous material procedures so that productions comply during, before and after production.
2. Oversees building maintenance regarding the preparation of filming sites, as well as returning the site to its original condition, as may be appropriate.
3. Ensures productions have posted all necessary hazard sheets, permits and provides necessary film communication equipment along with activity documents to ensure compliance with site rules.
4. Conducts regular reviews of physical locations or as requested, to identify any possible maintenance issues.
5. Prepares and maintains daily activity log books, which contain all incidents that occurred during the tours of duty and patrols, including all security matters such as theft, fire, damage and injuries in order to accurately report any issues or problems to a supervisor.
6. Ensures all binders (FAQs, individual building logs, schedules, etc.) are kept up-to-date to maintain continuity through shift changes between liaisons and supervisors.
7. Ensures effective communication between production and film supervisor/film manager regarding new information for prep, film or wrap adjustments and or concerns to enforce terms of contracts and rules and regulations.
8. Conducts daily patrols and prepares documentation/logs of the conditions of the buildings/grounds at least once per day and a final exterior patrol including checking doors/windows are secured at end of each day to ensure safety of the clients, tenants and buildings.
9. Conducts regular maintenance checks and prepares documentation/logs to ensure facilities such as lighting, doors and window locks, sky lights, fire exits, fire extinguishers are maintained or alerted for maintenance service in minimal compliance with WorkSafe BC rules and regulations and within BC Housing Human Resources requirements;
10. Enforces production parking assignments to ensure fire lanes remain clear, crews do not block line of site for exterior filming and or park in other tenant designated areas.
11. Trains, mentors and onboards new and contracted employees to effectively fulfil duties.

12. Acts as an event coordinator as required, to monitor events and ensure compliance with the license agreement/permit and site rules.
13. Liaises with BC Housing branches and departments that include but are not limited to: Regional Operations, Real Estate Services, Riverview Team, Accounting & Finance, Asset Strategies and Supply chain to fulfil duties in compliance with all BC Housing policies and procedures.
14. 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. 81419, 81420	2. Descriptive Working Title Film Liaison Coordinator	3. Present Classification CK 4
4. Education, Training and Experience		

Completion of a post-secondary courses in a relevant discipline.

Considerable experience working in a customer-service oriented environment.

Sound experience working in a fast paced, chaotic environment with diverse clients and stakeholders, adhering to policies and procedures, and inspecting new and existing buildings.

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

5. Knowledge, Skills and Abilities

Core Competencies:

- Personal Effectiveness
 - Communication
 - Results Oriented
 - Teamwork
 - Service Oriented
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- Some knowledge of the practices and processes associated with the filming industry and requirements for prep, film and wrap of productions.
 - Some knowledge of standard maintenance procedures and practices.
 - Some knowledge of electrical, plumbing and carpentry or other trade.
 - Some knowledge in enterprise applications such as JDE, Oracle.
 - Ability to use productivity applications such as Microsoft Office, Outlook, MS Word and Excel.
 - Ability to function effectively as part of a team in a fast-paced deadline oriented environment.
 - Ability to conduct reviews of physical location and to identify possible maintenance issues.
 - Ability to prioritize work and meet deadlines, while responding to numerous diverse and shifting challenges. without compromising the quality of the work.
 - Ability to establish and maintain constructive working relationships with clients and stakeholders, and exhibit diplomacy and tact in the resolution of issues.
 - Ability to exercise attention to detail.
 - Excellent communication, consultation, persuasion, conflict resolution, consensus building, client service and interpersonal skills.
 - Strong problem-solving skills and ability to find and implement creative and practical solutions.
 - Good decision-making skills, with the ability to prioritize and manage complex issues and requests.
 - Strong oral and written communication skills, with a solid command of English grammar.
 - Valid BC Driver's License.
 - Willingness to travel on Commission business and work evenings and weekends on a regular basis.

6. Occupational Certification
