

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM & CULTURE DIVISION – CREATIVE INDUSTRIES AND CULTURAL DEVELOPMENT - LOCATION –
28 JAMES STREET NORTH, 1ST FLOOR)

SENIOR PROJECT MANAGER – FILM

SUMMARY OF DUTIES

Reporting to the Manager of Creative Industries and Cultural Development, responsible for overseeing the operations of Hamilton's Film Office including film location permitting and production development in the City of Hamilton in order to generate new business, and economic activity for Hamilton. Duties also include coordinating all aspects of the daily operation of the Film Office, liaising with internal and external stakeholders, business development activities related to the attraction and retention of film productions and the development of enhanced revenue generation programs. Responsible for project management on specific departmental initiatives relating to film policy development, continuous improvement initiatives, film production, customer service, business development and other projects as assigned.

The Senior Project Manager will implement a collaborative and consultative approach to engage various internal and external stakeholders including Provincial bodies, Council, the film industry, BIAs and the community using a variety of mechanisms.

GENERAL DUTIES

Attracts new film location/production related business to the City and assists in business retention and expansion by preparing, evaluating and administering requests for complex filming/permit applications on public and private lands. Responsible for negotiating permits and signing legal agreements for location filming on City owned facilities in accordance with applicable City by-laws.

Attracts new film production/location business and supports the City's business expansion and retention activities for the Film Sector in Hamilton.

Develop policies and procedures for the Film Office and leads and oversees the business planning process for the office/centre.

Develops project plans, work break-down structures, project resource planning including the identification of tasks, estimated costs, project schedules, milestones and any project team assignments.

Manages, monitors and reviews all project financials, project resources and project risk. Recommends procedures, maintains control and monitoring of projects to ensure projects are completed within the required schedule, within the approved budget and spending authority identifying any budget adjustments to the Manager of Creative Industries and Cultural Development.

Supervise, co-ordinate, train and assign tasks to Film Office support staff, interns and students. Ensure that staff performs duties in accordance with established policies and procedures. Assist with hiring of staff and students as needed.

Prepares and maintains film industry sector related budgets working with the Manager of Creative Industries and Cultural Development to ensure alignment with Divisional targets. Includes the development and implementation of enhanced revenue generation programs and opportunities. Responsible for the establishment of key performance indicators, statistical and financial tracking and reporting associated with film.

Initiates and champions film production/location related projects for sector development often in partnership with

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internal and external organizations, provincial governing bodies (e.g. Ontario Creatives, Ontario Film Board)
Attends trade shows as a City representative, markets and pursues business opportunities on behalf of the City as required.

Facilitates public meetings, stakeholder consultation, focus groups, and/or internal project meeting/sessions.

Thinks creatively, demonstrates a passion for policy development, business process management and a commitment to continuous improvement strategies.

Researches and assesses film industry and related creative industry trends, best practices and relevant legislation. Seeks opportunities to align with industry best practices and standards as applicable.

Coordinates and supervises the compilation and provision of all business and economic related information and communication resources as it pertains to filming in Hamilton. Provides businesses and individuals from inside or outside the City with demographic, statistical and other economic forecasting information relating to all economic activity generated from filming in Hamilton.

Leads and provides professional film industry leadership and advice to external partners, community, business, staff from other City departments, management and Council. Builds, fosters and maintains interdepartmental and joint public/community partnerships and initiatives that support business and the community.

Responds to various local, national and international media inquiries pertaining to film production in Hamilton.

Maintains comprehensive records of all leads and film related activity in Hamilton in AMANDA..

Serves as a division representative on various interdepartmental, regional and provincial boards and committees as required.

Works in accordance with the provisions of applicable Health and Safety legislation and all City of Hamilton corporate and departmental policies and procedures related to Occupational Health and Safety.

Performs other duties as assigned which are directly related to the responsibilities of the position.

QUALIFICATIONS

1. Previous related work experience normally acquired through the completion of a University degree in Business Administration, Marketing, Public Relation or a combination of equivalent education and related work experience.
2. Will have a demonstrated understanding of the scope and contribution of the film sector and its contribution to Hamilton's overall economic development combined with a record of strong project management, internal and external engagement and consultation.
3. Will have a demonstrated record of strong leadership, customer focus, business planning, quality assurance, financial management and a commitment to results and continuous improvement.
4. Progressively responsible experience working in business, economic development, tourism and/or film sector development or a related field.
5. Demonstrated understanding of the film sector, filming, and its contribution to economic and business development in Hamilton.
6. Highly developed demonstrated skills in internal and external customer service and complex problem solving to meet the needs of multiple stakeholders.

7. Analytical, statistical, research, trend analysis and forecasting skills.
8. Demonstrated experience and skills in brokering collaborative and effective relationships with peers, all levels of management, and business clients. Strong ability to liaise with Council, government agencies, the public and the media as required.
9. Excellent written and verbal communication skills are required.
10. Working knowledge of Microsoft Word, Excel and database software applications. Knowledge of and experience in AMANDA is considered an asset.
11. Understanding of and experience in municipal approval processes.
12. Ability to work in a fast-paced environment, manage, supervise and balance a number of projects simultaneously and to meet deadlines is essential.
13. Capable of working independently as well as part of an interdisciplinary team
14. Provision of a vehicle for use on the job. Hours include some nights and weekends as required.
15. Must possess a valid Class "G" Driver's Licence.

THIS POSITION REQUIRES A VALID CLASS "G" DRIVER'S LICENCE AND PROOF THEREOF IS REQUIRED AFTER HIRE.

THE INCUMBENT SHALL COMPLY WITH ALL HEALTH AND SAFETY POLICIES AND PRACTICES FOR THIS POSITION AND THE WORKPLACE.
