

CITY OF HAMILTON

PLANNING & ECONOMIC DEVELOPMENT DEPARTMENT
(TOURISM & CULTURE DIVISION – CREATIVE INDUSTRIES & CULTURAL DEVELOPMENT SECTION -
LOCATION – 28 JAMES ST. N., 2nd FLOOR)

BUSINESS DEVELOPMENT OFFICER - CREATIVE INDUSTRIES

SUMMARY OF DUTIES

Reporting to the Senior Project Manager – Film , responsible for film location permitting and production development in the City of Hamilton in order to generate economic activity for Hamilton. Duties also include review and processing of film permits and responding and resolving public enquiries and complaints related to filming in a fast-paced and busy municipal film office.

GENERAL DUTIES

Works with the Senior Project Manager – Film to attract 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 signing legal agreements for location filming on City owned facilities.

Assists the Senior Project Manager – Film in retaining productions and attracting new film production/location business and supports the compilation of economic related information.

Assesses, reviews and processes film permit applications and uses film permitting software to generate appropriate documentation. Invoices clients for all related fees and processes payments.

Reviews permit applications to determine additional conditions including notification of BIA, neighbourhood canvassing and interactions with ward Councillor.

Assists with scouting and logistical planning including meeting with Production and/or logistics team (e.g., arranging site visits, negotiating with internal partners).

Manages issues by working proactively with productions to minimize disruption, liaising between production and the local community, and engaging colleagues in Municipal Law Enforcement as appropriate for proactive inspections and requests for film permit enforcement. Attends film sites/locations during filming for issues management as required.

Responds to and tracks complaints/inquiries from the public, Councillors, industry stakeholders etc.

Liaise with other City departments to facilitate filming on City property and between production and stakeholders such as BIAs, facility user groups, etc. (e.g., to ensure proper notification has been provided, stakeholder concerns have been addresses etc.).

Assists projects and activities related to business development for the creative industries

Takes a lead role in working with the creative sector to execute professional development opportunities such as forums/workshops

Attends trade shows as a City representative, promotes and pursues business opportunities on behalf of the City as required.

Assists with the compilation and provision of all business and economic related information and communication resources as it pertains to the creative industries in Hamilton.

Provides creative industries information 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 as required.

Identifies, initiates and supports continuous improvement projects related to the effective and efficient operations of the Creative Industries.

Assist with better practices research, data collection, trend analysis and impacts related to the creative industries.

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.

Provides vacation coverage for the Senior Project Manager – Film as required.

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 or College Diploma in Business Administration, Film Studies or a combination of equivalent education and related work experience.
2. Highly developed demonstrated skills in internal and external customer service and complex problem solving to meet the needs of multiple stakeholders.
3. 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.
4. Ability to work in a fast-paced environment, manage, supervise and balance a number of projects simultaneously and to meet firm deadlines is essential.
5. Understanding of and experience in municipal approval processes.
6. Demonstrated understanding of the creative industries, filming, and its contribution to business development in Hamilton.
7. Analytical, statistical, research and trend analysis skills.
8. Working knowledge of Microsoft Word, Excel and database software applications. Knowledge of and experience in AMANDA is considered an asset.
9. Capable of working independently as well as part of an interdisciplinary team
10. Provision of a vehicle for use on the job. Hours include some nights and weekends as required.
11. 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.
