



## **JOB RESPONSIBILITIES FOR Film Commissioner**

The BVI Tourist Board is currently seeking an experienced Film Commissioner. The Film Commissioner professional will oversee promoting the BVI through the development of film video and multimedia production. The candidate is tasked with organising all the necessary needs of international production staff, handle project budget, effective organizing of location scouting, prepare permits and other necessary documents, assist in daily production tasks, and ensure that the production schedules are met.

### **JOB FUNCTIONS:**

1. Establish and maintain a close working relationship with the BVI Tourist Board, ensuring that the Vision, Mission & Goals of the BVI Film Commission, are aligned to those of the BVI Tourist Board.
2. Identifies the key film and photography industry players, as well as senior industry executives locally, regionally and internationally, while fostering and developing strategic networks and relationships with them, in an effort to develop and pursue opportunities for establishing the British Virgin Islands as a premiere destination for film and photography projects.

*Expectation: Relationships and Opportunities are appropriate, effective, and profitable*

3. Prepare reports and analyses setting forth progress and adverse industry trends while providing advice on appropriate conclusions, recommendations, and actions to the Board of Directors of the BVI Tourist Board & Film Commission.

*Expectations: Reports are informative, timely and accurate*

4. Works along with the Board's Advertising, Marketing and/or Public Relations Agency on decisions regarding key publications to be advertised in and ensuring that such media can reach the BVI Film Commission's market target audience. Also, to identify opportunities where the Film Commission's work can be leveraged to benefit the BVIs.

*Expectations: Selected advertisements and marketing opportunities are appropriate and beneficial, and within budget*

5. Coordinates location shoots, and liaises with governmental and community resources, as well as local production companies and service providers. Ensures that local assets and resources are used, and developed, by all productions wherever possible.

*Expectations: Ensure full compliance with Governmental processes and maximizes the use and growth of local resources.*

6. Maximize the scope of available and potential Local Resources through quarterly industry-related workshops and educational/experience-gaining opportunities for key Local players and other interested persons locally.

*Expectations: Local resources and abilities are maximized and can be leveraged for all potential productions coming into the territory.*

7. Attends relevant industry tradeshows, seminars and conferences and markets the characteristics of the British Virgin Islands as a premier Caribbean location destination. Leverage knowledge obtained, in order to enhance the BVI Film Commission and available local film-related resources.

*Expectations: Marketing efforts are “on brand”, effective and profitable, and the local market grown to full potential*

8. Represents the entire organization at various governmental and community meetings; promotes existing and new programs and/or policies.

*Expectations: Representation of the BVI Tourist Board & Film Commission is professional and positive; promotions are clear, effective, accurate, and complete in accordance with the Board’s expectations.*

9. Reviews current Legislation governing the Film Industry and provides recommendations for enhancing said legislation to provide greater opportunities for the BVI to benefit from the International Film Industry and maximize the capabilities of the BVIs Local Film Industry resources. Recommendations must simultaneously protect the interests of the BVI Islanders.

*Expectation: Film-related Legislation remains up to date and provides incentives for increased productions in the BVI.*

10. Oversees the development, functionality and daily operations of the Film Commission’s website, social media platforms and Digital Locations Library while working closely with the Web Provider to ensure the site meets the Film Commission’s needs.

*Expectation: Website is easy to use, professional, accurate and highly marketable*

Maintains a favorable working relationship with all employees to promote a cooperative and harmonious working environment to facilitate positive employee morale, productivity, and continued improvement.

Applications must be mailed to the following address on or before **22 January 2021**:

**HR Department**  
**BVI Tourist Board & Film Commission**  
**P.O. Box 134**  
**Road Town, Tortola, VG1110**  
**British Virgin Islands**  
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