



EMPLOYMENT OPPORTUNITY

Office of the Chief Administrative Officer – Filming Location Agent, contract (pilot basis)

The Township of Uxbridge is committed to enhancing our local economy by attracting film projects and promoting our unique facilities as sought-after filming locations. We are seeking a motivated and experienced Filming Location Agent to join our team on a pilot basis, assisting in showcasing the Township's diverse filming opportunities.

Duties and Responsibilities

- Act as the primary point of contact for film production companies interested in filming in Uxbridge.
- Showcase Township facilities and locations to film scouts and production teams, ensuring accessibility and responsiveness.
- Develop and maintain relationships with film industry professionals and agencies.
- Collaborate with local departments and stakeholders to facilitate the permitting process and coordinate filming logistics.
- Create and manage a Filming Location Package, including detailed information about available sites, infrastructure, and services.
- Conduct site visits and tours for film scouts, providing relevant information about filming possibilities.
- Assist in enhancing the Township's online resources related to filming inquiries and permits.
- Participate in promoting the Township of Uxbridge as a premiere filming location through various marketing initiatives.

Qualifications and Competencies

- Proven experience in sales, marketing, or a related field, preferably within the film or tourism industry.
- Strong interpersonal communication skills, with the ability to build relationships with diverse stakeholders.
- Excellent organizational and time management skills, able to manage multiple projects simultaneously.
- Flexibility to work evenings, weekends, and after hours as needed.
- Knowledge of film production processes and industry standards is an asset.
- Knowledge of Municipal governments and working within committee structures
- Familiarity with the Township of Uxbridge and its unique filming locations and key stakeholders is preferred.



The Township of Uxbridge is prepared to offer the ideal candidate a commission of 8% on facility/location bookings for Township-owned properties and location. What we can offer:

- The opportunity to promote Uxbridge as a premier filming destination.
- Commission structure based on bookings of Township facilities and locations secured.
- Support from Township staff and resources to facilitate filming inquiries.

If you are interested in joining our team, please forward your resume, along with a cover letter detailing their relevant experience and vision for the role to Kristi Honey, CAO at khoney@uxbridge.ca by December 13, 2024.

Join us in making Uxbridge a top choice for filmmakers and contributing to the growth of our local economy!

The Township of Uxbridge is an Equal Opportunity Employer that is dedicated to an inclusive, barrier-free recruitment and selection process. The Township is committed to diversity, equity, and inclusion within its community and organization, and welcomes and encourages applications from Indigenous Peoples, people of colour, women, persons who live with disabilities, people from 2SLGBTQI+ communities, and people from diverse communities. When requested, the Township of Uxbridge will accommodate applicants throughout the recruitment and selection and/or assessment process, pursuant to the Ontario Human Rights Code. These commitments also apply to our Board and Committee recruitment and selection processes.

Personal information is collected in accordance with the Municipal Freedom of Information and Protection of Privacy Act.