
Filming Assistant

DEPARTMENT:	Community Services	STATUS:	Auxiliary
NO. OF POSITIONS:	Up to 2	UNION:	CUPE, Local 387
HOURS OF WORK:	Varies*	SALARY:	\$34.23 to \$40.21 per hour + 12% in lieu of all benefits and vacation

As a central hub in the Metro Vancouver area, the City of New Westminster delivers a broad spectrum of urban services to over 92,000 residents. New Westminster is rich in history with a viable and thriving economy and has a population representative of the diversity of the region. The City is staffed by talented and dedicated employees who work together to achieve its strategic vision. We have earned a proud reputation for civic leadership, service delivery, and outstanding employee relations.

The Community Partnerships team, part of the Community Services department, is looking for up to two auxiliary Filming Assistants to join their team and support filming production in the City of New Westminster; including working closely with internal and external partners to ensure compliance with City policies and procedures, while also ensuring a smooth experience for film production companies!

Key accountabilities as a part of a team include:

- Performs site inspections and attends site surveys before, during and after filming to monitor and encourage compliance with City guidelines and permits; may authorize adjustments to planned film shoots within defined limits to accommodate operational needs without compromising regulations or site sensitivities.
- Assesses individual film company requirements and actively promotes, recommends, and qualifies suitable locations, maintains and updates information on same; organizes site meetings between City departments and filming companies; tours or directs production clients to potential filming sites.
- Liaises with a variety of internal and external contacts; provides information and responds to complaints and concerns from the public, City departments and film production companies; provides orientation and guidance to film crews, film students and auxiliary staff regarding City filming protocols, policies, procedures and requirements; explains applicable by-laws, departmental policies and procedures; discusses the more complex or unusual enquiries with a superior.
- Prepares and explains requirements for obtaining City permits; assigns fees in accordance with guidelines; prepares estimates and invoices for filming companies; accepts deposits, monitors production account balances, identifies additional deposits needed and collects and processes payments on behalf of the City.
- Receives, reviews and approves filming applications in accordance with City guidelines; establishes additional terms and conditions of permits; approves routine exceptions to by-laws; refers complex applications to a superior for authorization or denial; ensures insurance and permit requirements are met; issues requests for required action by applicable departments; determines appropriate fees, prepares invoices and accepts deposits.
- Maintains a variety of records and statistics related to the work, such as invoicing and insurance documents, records of permits issued and fees collected; and as required, prepares notification letters and various reports.
- Performs related work as required.

Requirements:

- Completion of Grade 12 supplemented by courses related to the film sector and location management plus considerable related experience; or an equivalent combination of training and experience.
- Considerable knowledge of the office methods and procedures related to the work.
- Sound knowledge of departmental policies, procedures, film bylaws, and regulations governing the sector's work in the municipality.
- Sound knowledge of the needs of film industry clients.
- Working knowledge and experience with filming, particularly locations management.
- Ability to assess and respond to the requirements of film production companies within established Bylaws, Policies and guidelines, and to authorize exceptions to policy as appropriate.
- Ability to respond to complaints from the public and special interest groups and to resolve conflicts.
- Ability to establish, develop and maintain effective working relations with a variety of internal and external contacts.
- Ability to research and compile statistical data, trends and information.
- Ability to maintain accounts and records related to the work and to calculate required fees and charges.
- Ability to communicate effectively orally and in writing.
- Valid Driver's Licence for the Province of B.C.
- Ability to work non-standard hours including evenings, weekends, and stat holidays.
- Ability to pass and maintain a satisfactory Police Information Check.

****This position is an auxiliary role and hours will vary based on operational needs.***

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Join a team of enthusiastic and innovative employees, and help us build a vibrant, compassionate, resilient city where everyone can thrive.

We offer our employees great work-life balance, competitive salaries, comprehensive health, benefit and retirement plans (a percentage in lieu of benefits for auxiliary positions), education and training opportunities and challenging and rewarding work.

To support a workforce that reflects the diversity of our community; women, Indigenous Peoples, racialized individuals, persons of diverse sexual orientation, gender identity or expression (LGBTQ2S+), persons with disabilities, and others who may contribute to diversity of our workforce, are encouraged to express their interest. New Westminster is on the unceded and unsurrendered land of the Halq'eméylem-speaking peoples. It is acknowledged by the City that colonialism has made invisible their histories and connections to the land.

*We are learning and building relationships with the people whose lands we are on.
We thank all applicants for their interest and advise that only those selected for an interview will be contacted.
This position is only open to those legally entitled to work in Canada.*