

BUILD A CITY. BUILD A FUTURE.



*As one of the fastest growing cities in Canada, City of Surrey is a globally recognized leader in building vibrant, sustainable communities through technology and innovation.
City of Surrey employees are talented innovators, inspired by meaningful work and the opportunity to drive our city—and their careers—forward.
Build a City. Build a Future at the City of Surrey*

Film Liaison, Community Services Assistant 5

Scope

Reporting to the Filming Manager, the Community Services Assistant 5 will be responsible for assessing individual film company requirements; receiving and processing filming permits based on the City's filming guidelines and fees; mitigating filming impacts on the community; preparing and maintaining reports and statistics; preparing invoices; coordinating services with departments; and may be required to attend and monitor filming activity.

Responsibilities

Your responsibilities will also include the following:

- Assessing individual film company requirements.
- Explaining applicable by-laws, departmental policies, and procedures.
- Receiving, reviewing, and processing filming applications.
- Establishing additional terms and conditions of permits.
- Referring complex applications to Filming Manager for authorization or denial.
- Ensuring insurance and permit requirements are met.
- Coordinating services/actions of other applicable departments.
- Determining appropriate fees including preparing invoices and processing cheques.
- Developing communication strategies with productions to ensure residents and businesses have been notified of the filming.
- Ensuring departments have recovered costs associated with filming.
- Assessing the impact of filming in neighbourhoods throughout Surrey.
- Recommending appropriate restrictions on filming activities.
- Maintaining all applicable software applications including, AMANDA, One Sign, PowerBI, and Esri.
- Recommending changes to practices and filming guideline
- Supervising the placement of equipment, make recommendations on the placement of production assistants, ensure observance of bylaws, and enforce curfew restrictions.
- Supervising road traffic closures via intermittent traffic lockups during filming, ensuring traffic is not held beyond the agreed duration.
- Organizing arrival times and parking for crew, work trucks and circus trailers, while ensuring appropriate space is left for the public.
- Ensuring crew and equipment do not sprawl beyond the agreed footprint.
- Scheduling any necessary City staff and contractors to support with the filming.
- Ensuring that the City's assets are protected.

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Qualifications

- Completion of Grade 12 supplemented by a degree/diploma in a discipline relevant to the specialty from a recognized post secondary institution.
- 2 years progressively responsible experience in area of specialty, including supervision or an equivalent acceptable combination of training and experience will be considered.
- Valid BC Driver's License with a safe driving history.
- Emergency First Aid Certificate and CPR Certificate or acceptable equivalent.

Other Information

- The schedule for this role can be very fluid, as it follows production activity. Candidates must be highly flexible, with the expectation of evening and weekend work.
- The successful candidate will require their own vehicle to travel to filming locations throughout the City.

Conditions of Employment

- Successful applicants must provide proof of qualifications.
- Successful candidate will be required to undergo a Police Information Check

Employment Status

Union - CUPE Local 402 – Term (until September 2027)

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