



Classification	Administrator
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## **JOB DESCRIPTION – DIRECTOR, BOSA CENTRE FOR FILM AND ANIMATION AND INCLUSIVE COMMUNITY PROJECTS**

### **NATURE AND SCOPE OF WORK**

The Director, Bosa Centre for Film and Animation and Inclusive Community Projects oversees CapU’s Bosa Centre, Indigenous Digital Accelerator, as well as contributes to and supports campus-wide inclusive community initiatives with a key focus in the Faculty of Fine and Applied Arts. The Director will be a strategic and operational leader, balancing and aligning the vision, objectives and strategic planning of Capilano University with departmental goals and objectives. Working under the direction of the Dean of Fine & Applied Arts and in collaboration with the Chair, faculty, and staff within the School of Motion Picture Arts (SMPA), the Director is responsible for providing leadership to a dedicated and diverse team of service, technical and professional staff. This position will cultivate a workplace of inclusivity and diversity while continuing to strive for outstanding delivery of programs within the Bosa Centre.

The Director is also responsible for leading inclusive community projects, including Capilano University’s Indigenous Digital Accelerator (IDA). The Director supervises the IDA Manager and supports IDA business client acceleration plans with the aim of building strong and sustainable businesses that will have a positive impact on Indigenous communities. The Director will help shape the culture and vision of the IDA and will inspire partners to support CapU’s growing commitment to reconciliation, decolonization, building inclusive communities and enabling positive economic and societal impacts. The Director will provide leadership in the areas of decolonization and Indigenization practices, providing timely and relevant advice within the Faculty and collaborate within university-wide initiatives.

### **ILLUSTRATIVE EXAMPLES OF DUTIES FOR BOSA**

#### ***People and Financial Management***

- Makes and oversees all people management related decisions for the Film and Animation Centre to support current and future educational programming, in collaboration with Human Resources.
- Identifies resource requirements and co-develops annual capital budgets for institutional approval in consultation with the Dean.
- Utilizes a consultative process to maintain a data-informed budgeting process, ensuring fiscal responsibility and return on investment.

#### ***Contracts and Risk Management***

- Collaboratively establishes best practices and operating policies and procedures for the Bosa Centre aligned with university practices and policies.
- Coordinates with Contract Services and the Manager of OHS and Emergency Preparedness regarding outside groups filming on campus, while ensuring compliance with University and legislative policies and procedures, including safety protocols and appropriate insurance coverage.
- Oversees location management, contracts management and budgets for student film shoots.



### ***Outreach + External Liaison Development***

- Collaborates with the Dean to develop and strengthen strategic external partnerships including members of government, high schools, post-secondary institutions, and industry.
- Strategically partners with the Director, Philanthropy & Alumni to identify and builds relationships with potential donors, alumni, and the community including securing commitments of donations and/or participation in events.
- Establishes and improves processes to support alumni projects.
- Acts as the University representative on numerous outside panels and organizations relating to the film industry, including approving participation in outside film projects.

### ***Building, Resources, Learning Equipment, and Technology***

- In collaboration with the Dean and other departments, develops and continuously improves the resources, gear, and teaching and learning infrastructure for the Film and Animation Centre.
- Collaborates with Facilities on maintenance needs, and to setup and periodically review ongoing maintenance priorities and schedules.
- Oversees research on gear/equipment needs and incorporate phasing and amortization into procurement cycles as per University procedures.

### ***Project Management***

- In collaboration with the Dean, monitors and evaluates activities on assigned projects by tracking progress and managing projects including reporting, accountabilities, and documentation.
- Establishes, monitors, and evaluates projects from inception through to completion while concurrently managing risks for success.
- Identifies areas for continuous improvement while building support and structure for effective implementation and change management.

### ***Inclusive Community Initiatives***

- Stewards overall IDA management, strategic planning, budgeting and participates in related university processes to implement activities for meeting goals and expanded Indigenous business development.
- Cultivates strong relationships and participation in IDA with relevant university groups including Creative Activity, Research and Scholarship (CARS), the Development Office, Indigenous Education and Affairs (IEA), all Faculties at CapU, and other key groups.
- Collaborates with the SMPA faculty and the Faculty to build robust onboarding and ongoing training programs that contribute to an inclusive and decolonized community.
- Assumes other related duties and tasks as assigned by the Dean, Faculty of Fine and Applied Arts.

### **REQUIRED KNOWLEDGE, ABILITIES AND SKILLS**

- Ability to establish and maintain effective working relationships and collaborate with senior management, faculty, staff, students, government agencies, high schools, post-secondary institutions, accreditation bodies, and members of the public.



- Ability to work under pressure and to meet deadlines and organizational requirements effectively.
- Ability to effectively use and leverage technology, both operationally and strategically.
- Demonstrated ability to lead and inspire a diverse team and effectively carry out managerial administrative tasks.
- Demonstrated knowledge of project management including the ability to plan, organize, and carry out all tasks and responsibilities according to deadlines and departmental schedules.
- Experience working with Indigenous filmmakers and demonstrated knowledge of the Indigenous filmmaking industry.
- Knowledge of provincial privacy legislation when dealing with confidential/personal information.
- Proven verbal and written communication skills; appealing to a diverse audience.
- Respect for diversity and diverse perspectives, communities, social/cultural backgrounds, religious beliefs, and genders.
- Strong passion for applied arts education and demonstrable track-record for creating access opportunities for students.
- Strong financial literacy and a demonstrated ability to develop and manage budgets.
- Strategic thinker and demonstrated ability to grasp and analyze complex problems and develop innovative practical and data driven solutions.
- Utilizes in-depth knowledge of the tools and technology used in the motion picture production process.
- Thorough knowledge of film, animation, and emerging media industries and trends including physical production, film, animation, VFX, entertainment project development, marketing and distribution.
- Understands and implements amortization schedules for facilities and equipment.
- Understands the needs and functions of a high volume motion picture equipment rental facility.

#### **REQUIRED TRAINING AND EXPERIENCE**

- Master's degree in a related field with a minimum of 7 years recent related experience and demonstrable project management experience preferably within institutional settings.
- An equivalent combination of education, training and experience may be considered.