

# Screen CanterburyNZ Manager

**Reports to:** Head of Commercial and Skills Attraction

**Direct Reports:** Nil

**Team:** Innovation & Business Growth

**Date:** August 2025

## Role Purpose

The Screen CanterburyNZ Manager helps to shape the future of Christchurch's creative sector, offering a unique opportunity to unite and energise local stakeholders across film, gaming, and digital arts. This role is at the forefront of crafting and executing a regional strategy that drives innovation, collaboration, and growth.

The position primarily involves: Overseeing Canterbury's Regional Screen Incentive (including fund management and reporting), ensuring smooth and impactful grant processes that fuel local productions, and spearheading the region's film office function—promoting Canterbury as a world-class filming destination and attracting exciting new projects to our shores.

With a focus on building capability, capacity, and capital, the Screen Manager serves as the go-to expert for screen-related enquiries, strengthening Canterbury's reputation in the creative sector.

## ChristchurchNZ Purpose Statement

Mā temahi tahi, ka hangahe taiōhangakia oraai ngātāngata me ngāwāhi hoki. Together we're shaping an economy where people and places thrive.

## Who is ChristchurchNZ

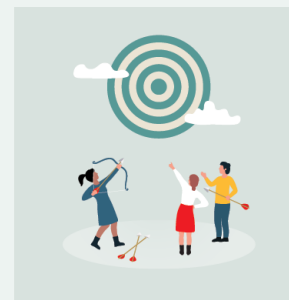
ChristchurchNZ (CNZ) is the economic development, regional tourism, and promotion agency for Ōtautahi Christchurch. We are the catalyst for Ōtautahi Christchurch's economic transformation, driving growth and prosperity for our people and our place. We are the champions of our city, showcasing its vibrancy, innovation and potential to the world.

## What does the team do

Innovation and Business Growth employees nurture Christchurch innovators and the ecosystem that helps them thrive. We also support the business community, especially in targeted high-growth industries. We work to create high-value jobs for residents and are collaborating with the business community to step towards the city's economic ambition of creating a regenerative economy, because Christchurch is a city that cares about its people and their futures. Join us to help make Ōtautahi Christchurch a better place for business.



We are Open



We are Purposeful



We are Together

## | What you will do

### **Lead Stakeholder Collaboration:**

- Unite local stakeholders to build a consensus on the strategic direction for Christchurch's creative sector. Foster cohesion among diverse elements such as film, gaming, and other digital arts to identify common goals and areas of convergence, thereby enhancing intervention outcomes.

### **Develop Regional Strategy:**

- Drive the creation of a regional strategy for the creative sector with key stakeholders.

### **Manage Canterbury's Regional Screen Incentive:**

- Oversee the application, assessment, approval, and disbursement processes for the regional screen-grant.

### **Deliver Screen Canterbury's Regional Film Office Function:**

- Develop and implement an intervention plan within the broader creative sector strategy to enhance Canterbury's film capability and capacity.
- Promote Canterbury as a premier filming destination and actively attract film productions to the region.
- Serve as the primary contact for screen-related enquiries, enhancing Canterbury's reputation as a film-friendly region by triaging and managing enquiries appropriately.
- Facilitate and expedite permitting issues by liaising with producers, landowners, and Iwi to navigate regulatory processes. Collaborate with Canterbury district councils to ensure the timely issuance of permits and contracts for Council and Crown land.
- Maintain Canterbury's crew, and film location, online databases.
- Organise and host familiarisation itineraries for screen sector professionals.

*Your general duties include those outlined in this position description and may be reviewed and updated from time to time in consultation with you. You will also be required to undertake any other duties that are within your ability to perform to contribute to the overall success of the organisation, if asked to do so.*

## | What you will have

- At least 5 years' relevant experience in the creative sector.
- Proven track record in crafting and executing business strategies.
- Expertise in building and nurturing collaborative relationships with a diverse range of stakeholders to achieve shared goals.
- In-depth knowledge and/or hands-on experience in the creative industries, particularly in film, gaming, or both.
- A relevant Bachelors degree or equivalent industry qualification
- Strong connections and insights into the local (Christchurch) creative sector are a plus.
- Exceptional stakeholder management skills with a demonstrated ability to influence.
- Proficiency in budget management.
- Competent in using MS Office applications.

## | Ways of Working

### PERSONAL RESPONSIBILITIES

- Act with integrity and accountability by living into our organisational values
- Ensure you are informed of the CNZ strategic direction and how your work contributes our wider purpose
- Embrace opportunities to work with others across the organisation, sharing your knowledge and expertise to optimise business performance
- Take personal accountability for your health, safety, and wellbeing
- Be innovative by approaching your work with a growth mindset, and the ability to navigate change

### SUSTAINABILITY

- Demonstrate accountability for your resource use and disposal to minimise environmental impacts and economic cost
- Encourage partners and stakeholders to adopt environmentally sound practices and quality assurance programs

### MĀORITANGA

- Demonstrate commitment to the principles of the Treaty of Waitangi by acting in the spirit of participation, partnership, and protection
- Consider Māoritanga in all aspects of business, and engage with iwi where appropriate

## | Working relationships

### INTERNAL

- ☒ Primarily within immediate team
- ☐ Collaboration with most of the organisation
- ☐ Influencing across most of the organisation

### EXTERNAL

- ☐ Transactional interaction with external stakeholders
- ☒ Influencing and/or negotiating with external stakeholders
- ☐ Final negotiations with external stakeholders

## | Financial Delegations

### BUDGET MANAGEMENT

- ☐ N/A
- ☒ Yes

### BUDGET OWNERSHIP

- ☒ N/A
- ☐ Yes

### BUDGET LIMIT INDICATION

- ☐ Nil
- ☒ Up to \$50,000
- ☐ Up to \$100,000
- ☐ Over \$100,000

*Budget limit is a threshold indication only, your actual financial delegations are as per the delegated authorities policy*