**Co-Production and Incentives Coordinator**

**Location: Wellington**

The New Zealand Film Commission (NZFC) is looking for a Co-Production and Incentives Coordinator to join our established Wellington-based team. This is an exciting opportunity to join a high-functioning and collegial team. If you have a knack for organisation and an eye for detail, and enjoy a fast-paced, internationally engaged workplace, this could be the role for you.

The focus of the Co-Production and Incentives team is on enabling and certifying film and TV official co-productions with New Zealand and administering the New Zealand Screen Production Rebate (NZSPR) Scheme. The Coordinator role supports the team with the processing and administration of applications and decisions. This will include coordinating meetings (including preparation of agendas and minutes), maintaining calendars of key activities across the team, responding to general enquiries from domestic and international industry, preparing decision letters, liaising with teams across the NZFC, and leading on a range of administrative tasks.

Our ideal candidate will have a background in corporate and/or public sector administration and/or relevant screen industry experience in New Zealand and/or internationally. There is the opportunity for the scope of the role to expand as you develop your knowledge, expertise and relationships.

A copy of the job description is attached.

To apply for this position, please email your cover letter and CV to recruitment@nzfilm.co.nz. Applications close 5.00 pm on Thursday 10 April. Please note we may interview potential candidates before applications close.