



Rights, Licensing and Royalties Executive

Tō mātou pūtake | Our purpose

To empower and attract distinctive and diverse screen productions for all audiences.

The New Zealand Film Commission supports the development of high impact, authentic and culturally significant films for Aotearoa New Zealand; we work to sustain and strengthen economic growth for our thriving film industry; we facilitate dynamic pathways to support the development of outstanding people, projects and businesses; and we build and grow partnerships with our stakeholders.

Te mātou tirohanga roa | Our vision

Championing exceptional storytellers to create enduring taonga for Aotearoa New Zealand.

Tō Kaupapa | Your purpose

The Rights, Licensing and Royalties Executive is a strategic position tasked with managing our data and insights into the financial performance of our screen production investments. This position works closely with the Investment and Development Executives to inform the funding decisions we make and to evaluate our investment success. Responsibilities include the analysis of trends and insights to inform our investment strategy.

The Rights, Licensing and Royalties Executive is responsible for ensuring that the royalties associated with the intellectual property rights and licensing arrangements of the films we have an interest in, are collected and distributed to the parties entitled to receive this income. They manage the NZ Film on Demand rights. They maintain accurate records of film royalties earned and distributed, that reconcile with our financial accounts, they inform Producers and other intellectual property right holders of their earnings and they build our understanding of our investment performance.

The Rights, Licensing and Royalties Executive also provide support to the Co-productions team on rights related matters in conjunction with the Head of Legal and Business Affairs.

The Rights, Licensing and Royalties Executive manages the invoicing of royalties to be collected and the disbursement of royalties to be distributed. The focus of the Rights, Licensing and Royalties Executive is to ensure that we accurately identify all sources of royalty income on behalf of the interested parties, that we are effective in collecting what is owed, and that we also distribute the royalty income accurately, quickly and effectively. This includes NZ Film on Demand and acting as the sales agent for our back catalogue of screen productions (Te Ahi Kaa).

The Rights, Licensing and Royalties Executive liaises with our Materials and Deliveries Executive to ensure we hold all master materials related to the films and that these materials are appropriately stored.

The Rights, Licensing and Royalties Executive ensures that we maintain accessible data which enables us to assess the performance of our investment decisions and to analyse trends.

The position has a focus on systems development to support effective functioning and works to maximise the collection and distribution of film income.

Tō Mahi | What you do

You are accountable for

- Managing our film investment data and insights to inform investment funding decisions and to assess investment performance.
- Maintaining a comprehensive record of the films that the NZFC has responsibility for tracking film revenue for, the film rights, the licensing agreements in play, and of the detailed information related to the entitlements to film royalties for each of these films.
- Accurately interpreting the Intellectual Property Rights and the terms and conditions of sales and distribution and other licensing agreements relating to royalties that are payable, and that the New Zealand Film Commission is responsible for collecting and distributing.
- Ensuring that all contracted Distributors (domestic and international) comply with their reporting requirements and that the required reports are received on a timely basis.
- Monitoring (domestic and international) Distributor reports to identify film income owed to the New Zealand Film Commission.
- Ensuring video on demand or streaming service income is identified and collected, acting as the sales agent for Te Ahi Kaa.
- Issuing invoices for all film royalties payable to the New Zealand Film Commission.
- In conjunction with Finance, regularly monitoring royalty payments received and the follow-up action being taken in relation to overdue amounts.
- Maintaining a database of relevant details for all those entitled to receive income collected on their behalf by the New Zealand Film Commission.
- Confirming payment arrangements prior to distributing the royalties (for example, current bank account details, where payment is to be redirected when the party is deceased, action required in the event the company has been dissolved).
- Arranging payment of film royalties to the entitled parties, ensuring that all monies are disbursed strictly in accordance with the relevant agreements, by issuing payment instructions to Finance.
- Reconciling and recording accurate statements of film royalties owed, received, distributed, and outstanding or pending for all films under our management on a monthly basis.
- Reporting film royalty earnings, collections and payments to producers regularly.
- Considering and advising when Distributor auditing is considered necessary and arranging for such audits to be conducted.
- Supporting the auditing of our film royalty collection and distribution management and performance.
- Resolving any outstanding royalty claims and payments that require processing, ensuring all historical issues are resolved and ensuring we are positioned to maintain this function so that the recipients are being paid efficiently and on a timely basis.
- Ensuring that outstanding film royalty collection and distribution is effectively managed to a conclusion and that residual payments owed are distributed.
- Reviewing and improving our film royalty collection and distribution processes to ensure our processes are effective, efficient, work well for our stakeholders, and are supported by the

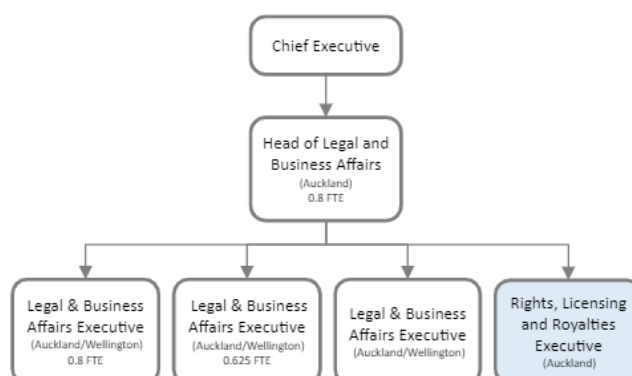
use of technology. This includes process improvements that provide good data that enables analysis and insights.

- Delivering services on behalf of the Film Heritage Trust:
 - Researching rights holdings that may be suitable to the Trust.
 - Engaging with film makers and other rights holders to make them aware of the Trust and the option to bring their film into the Trusts ownership or management.
 - Facilitating the management agreements
 - Providing updates to the Trust.
- Contributing to the development of our Te Rautaki Maori strategy. Ensuring our Te Rautaki Māori objectives are delivered on through the support we provide to the industry and the funding decisions we make. Driving a focus on the achievement of these objectives.
- Liaising with the Materials and Deliveries Executive to ensure the Film Commission receives and tracks all contracted film materials (for example the film, visual effects, sound recordings etc. This may also include promotional or marketing materials) that meet the agreed technical requirements.

You achieve this by

- Working inclusively, respecting and valuing the diversity and uniqueness of team members, our people and stakeholder community.
- Contributing to our collective effort, supporting colleagues and driving for results.
- Modelling and promoting the values and vision of the New Zealand Film Commission and the expectations from the Code of Conduct.
- Working in partnership with Māori as a Treaty partner, embracing Te ao Māori concepts and practices, and appropriately observing tikanga and kawa through our engagement.
- Sharing your knowledge and expertise to actively build the capability of others and providing stretch opportunities to enable that growth.
- Working collaboratively with colleagues to support the collective achievement of our goals.
- Building strong credibility with the Board, our team and our stakeholder community.
- Managing risk, identifying where it exists, and actively working to mitigate the risk.
- Ensuring there is a healthy and safe workplace and working environment for our people.
- Contributing to the sustainability of the NZFC by actively reducing our carbon footprint, supporting all NZFC sustainability initiatives, and conserving NZFC resources through the adoption of more efficient ways of working.
- Ensuring that you are aware of and comply with the requirements of the Public Records Act 2005 in relation to all official NZFC documents and communications you are responsible for on behalf of the NZFC.

Tō Turanga | Where you belong



You report to:	Head of Legal and Business Affairs
You lead a team of:	Position has no reporting kaimahi staff
Position location	Auckland

Tō haerenga ki te angitu | Your journey to success

Behavioural Capabilities

We are passionate about our role as an industry leader and a screen production funder and we are committed to the success of our people who work to support our vision. To be successful in this position you will have demonstrated the following capabilities:

- **Enhancing the customer and stakeholder experience.** I understand the needs of my diverse customers and stakeholders and apply this understanding to drive satisfaction with the services I provide. I actively seek out customer/stakeholder perspectives and feedback in order to deliver services that enhance their experience and meet their needs.
- **Enhancing Team Performance.** I contribute to team outcomes and role model positive working relationships with other team members. I look for opportunities to support other team members where they need assistance. I encourage ideas to be shared.
- **Engaging others.** I connect with people to build trust and to be a person that others want to work with. I consider the needs of my audience and tailor the way that I share information and ideas with them.
- **Working with influence.** I communicate in a clear, persuasive, and impactful way. I present information and ideas effectively and with credibility in a variety of settings internally and externally to the NZFC.
- **Developing and managing processes.** I understand, design, and advise on processes and controls that support business functions and compliance. I consult and engage with key stakeholders to consider their perspectives and make it as easy as possible for our stakeholders to engage with us. I identify and apply the necessary processes to get things done and simplify complex processes in a way that supports a positive stakeholder experience.
- **Enhancing organisational performance.** I drive innovation and continuous improvement to sustainably strengthen performance and improve outcomes. I actively work to understand and question the reasons behind policies, practices and procedures in order to focus on continuous improvement.
- **Self-aware and adaptive.** I monitor my emotions and reactions and understand my strengths and weaknesses in a team/work context. I encourage and am receptive to feedback on my work and engagement style. I am responsive and I alter my approach to suit situations and groups of people.
- **Making effective, evidence-based decisions.** I demonstrate drive, ambition, optimism, and a delivery focus to make things happen and to achieve ambitious outcomes. I gather the right evidence/information to make quality decisions. I seek to understand the root issues or challenges when problem solving.
- **Enhancing the Māori Crown relationship.** I understand the importance of our work to the Māori Crown relationship. I recognise, and encourage others to recognise, the value of applying Te Ao Māori to our work. I observe tikanga Māori appropriately when engaging with the Māori film community. I actively work to develop my te reo Māori capability.
- **Embracing technology and a digital environment.** I contribute to an effective and efficient digital environment by using the appropriate tools and technology available to me. I drive the effective adoption of technology solutions that improve business processes and

outcomes for customers. I am aware of, and comply with, information security requirements.

Specialist Technical Capabilities

To be successful in this position you will have:

- Experience working in film or television with intellectual property rights and licensing arrangements, in support of collecting and distributing royalties.
- The ability to research and resolve issues that may require detailed investigation.
- Experience with data analysis, the ability to review and analyse volumes of data, and identify patterns and discrepancies in the data.
- Experience working with complex contracts, the ability to understand these documents, and to actively ensure they are complied with.
- Strong numerical and mathematical capability.
- Ability with financial information, including the ability to reconcile financial data and to read and understand financial information and reports.