



**BC INSTITUTE OF FILM PROFESSIONALS**  
Human Resources for the Film Industry

**REQUEST FOR PROPOSAL**

**Women's Labour Issues in the Film & Television Industry  
in British Columbia  
Committee**

**Organizational Overview:**

- ? The British Columbia Institute of Film Professionals (BCIFP), founded in November 1998, is a non-profit society whose members include representatives from most sectors of the industry, public and private educational institutions, and provincial government ministries and agencies with involvement in film. The BCIFP's mandate to ensure that the British Columbia film and TV industry workforce has access to education and training programs, is a point of contact for the public, government, educational institutions and industry as well as providing a central information source for human resource issues. A Committee with representation from the industry and government has been formed to oversee this project.

**Project Description:**

- ? Traditionally, women employed in the British Columbia entertainment industries have been under-represented, and over the last several years have noticeably declined in number.
- ? The BCIFP is interested in studying the significance of these numbers in order to assess the situation. The BCIFP is seeking the services of a qualified professional consultant to undertake the following;
  1. Conduct a comprehensive Environmental Scan of the participation of women in the British Columbia film, television and entertainment industry. The Environment Scan must include:
    - a) A statistical analysis of female workers in all sectors of the industry, the number of female workers employed in both unionized and non-unionized environments, as well as women workers employed in technical occupations and creative occupations. This analysis will include the level of earnings by women active in the industry.
    - b) Analysis of the impact of technological change, physical demands of occupations working conditions/quality of life, family related issues, age demographics by occupational groupings and career pathways.
  2. Conduct research/interviews with stakeholders in the industry in order to gain insight to their perception of issues faced by women actively involved in the industry.

3. Conduct research/interviews with women who are active (employed or seasonally employed) as well as those who are no longer active (no longer seeking employment) in all sectors of the industry. The sectors include those involved "Above the Line", "Below the Line" and Post Production in the Service and Domestic Motion Picture Industry. As well, the study will include those involved in the Commercial Industry, Industry Associations and Support.
4. Conduct interviews with students, ex-students and faculties of lower mainland private and public postsecondary institutions offering film/television production programs, diplomas and/or degrees to ascertain what ratio of females are successfully completing the programs/degrees. It will be important to speak to graduates of these programs in order to gauge their expectations upon graduation and their success in achieving their expectations. Industry sponsored training/professional development programs will also be studied. Note: Film theory courses will not be included.
5. The study will be conducted primarily in the Lower Mainland of British Columbia, however, the consultant has the option to expand the project to other jurisdictions, namely Vancouver Island.
6. An interim written report and a Final written report with findings and recommendations for change will be required. The deadline for a completed Final Report is **May 15<sup>th</sup>, 2005**. The consultant will be required to provide a master copy of the Final Report on a diskette in a Microsoft Word 7.0 format along with 3 hard copies of the Final Report.

**Additional Requirements:**

7. Proposals must provide evidence of the consultant's previous experience with similar projects. It is preferred that consultant's demonstrate extensive knowledge of the British Columbia film and television industry or demonstrate the ability to partner with those having said knowledge.
8. Proposals must provide a clearly defined work plan that explains the consultant's approach to the problem/need and why the consultant is taking this approach. Proposals should provide evidence that the consultant's understand the requirements and the product expected.
9. The RFP tendering document is open from Monday , January 24, 2005 and closes at 4:30 PM Pacific Standard Time on Friday, February 11, 2005
10. Proposals must include an intended start date and completion date.
11. Proposals must include the proponent's qualifications and references.
12. This contract is **fixed price only**.
13. The successful proponent will report to the Co-Chairs of the Committee
14. For further information regarding this RFP, please contact Susanne Redlig at (604) 291-6525 or at [info@bcifp.com](mailto:info@bcifp.com).