

## JOINT VENTURE CONSULTANT - TERM

**Velvet Energy Ltd.** is a dynamic, private oil and gas exploration company, focused on exploring and developing oil resource plays. Velvet is differentiated by strong geological and engineering success, an entrepreneurial culture, and the strength of its financial strategy and private investor base. Led by a proven management team, Velvet has grown to become an intermediate producer since its start-up in 2011. Focused on organic growth, Velvet has grown current production to 30,000boe/d, with over 95% via the drill bit. Headquartered in downtown Calgary, we have a young and energetic team of over 80 employees – an ideal size to allow each employee the opportunity to work with all disciplines and begin to understand all facets of the oil and gas industry.

We currently have a **part time / consulting** opportunity in our **Joint Venture** department:

### Key Responsibilities:

- Work collaboratively with the Joint Venture team to ensure proper management of the organization's interests
- Draft, review and analyze internal and external agreements including asset dispositions
- Draft, review, issue and record Joint Venture related notices
- Ensure Joint Venture data is up to date in appropriate data bases
- Responsible for Joint Venture activities related to producing properties, including those tasks traditionally completed by Joint Venture Administrators, Analysts and Representatives
- Perform JV related tasks in accordance with industry and company standards, practices and procedures
- Analyze internal and external fee structures and make recommendations to Asset Teams

### Qualifications and Skills

- 5 - 15 years experience in a Joint Venture related discipline
- Demonstrates a strong understanding of oil and gas Joint Venture related agreements, including the negotiation and administration thereof
- Demonstrates initiative, innovation, teamwork as well as strong organizational and interpersonal skills
- Knowledge of the acquisition/divestiture process with experience supporting such process preferred
- Experience developing fees for operated infrastructure and review of third-party infrastructure fees
- Experience with 13-month equalizations considered an asset
- Experience with CGI Landman and MS Excel for basic financial modeling considered an asset

**This is a part time, three-month term position with the potential for extension.**

Interested and qualified applicants are invited to forward their resume in confidence to [careers@velvetenergy.ca](mailto:careers@velvetenergy.ca). Thank you for your interest in Velvet Energy Ltd.