

THE NFB IS HIRING!

PRODUCTION COORDINATOR

The National Film Board of Canada is hiring a Production Coordinator for various English Program and French Program studios!

THE NFB

The National Film Board is Canada's public producer of documentaries, animated films and interactive/immersive stories.

As the country's leading public storyteller, we work with some of Canada's finest filmmakers to bring stories about Canadian lives, perspectives and experiences to domestic and global audiences.

NFB production studios encourage a crafted approach to audiovisual creation, providing a space where artists can take creative risks and experiment with new ways of telling stories, and a culture that forefronts voices, stories and perspectives that are typically underrepresented on Canadian screens. We are committed to advancing and strengthening diverse and Indigenous creators and media in Canada.

Producing animation, documentary and interactive projects, the studios are based across Canada and are part of the NFB's English Program or its French Program.

YOUR OPPORTUNITY:

- You will work as a full-time, temporary Production Coordinator (not attached to one particular studio) at the NFB, as part of a small team to support the development and production of works that meet our public mandate.
- A salary in the range of \$49,081 to \$59,692, and a wide array of employee benefits—medical and dental insurance, pension plan, paid leaves, and much more—in a unionized position covered by the Canadian Union of Public Employees, local 2656.
- A role that will immerse you in the following responsibilities:
 - supporting the administration and production activities of various studios, your time will be divided between English Program and French Program studios, according to the needs identified;
 - booking travel for production crews, including NFB staff, and verifying the accuracy of expense accounts in accordance with NFB regulations;
 - preparing and coordinating every aspect of the NFB's projects and studio activities: preparing, maintaining, updating and verifying the accuracy of key creative, production crew and service-provider contracts, invoices and expense accounts associated with studio projects, in accordance with NFB standards;
 - liaising with NFB producers and acting as a key contact with external creators to collect, track and coordinate distribution of necessary documentation, information and materials.

ABOUT YOU:

You possess the following knowledge and skills:

- good knowledge of artistic, editorial, technical and administrative activities associated with the production of a documentary film, interactive work or animated film;
- good knowledge of and ability to provide recommendations on the application of Scale Agreements with artists' unions;
- good knowledge of Word, Excel, Outlook, PowerPoint and Smartsheet;
- good knowledge of basic accounting principles and computerized financial systems (i.e., Purchase Order/Project Accounting/Accounts Payable modules);
- fluency in English and French (written and spoken);
- excellent organizational skills, sound judgment and proven collaborative spirit, as well as the ability to adapt to working with multiple teams.

Under the [Policy on COVID-19 Vaccination](#), new employees are required to be fully vaccinated as a condition of employment, unless accommodated due to certified medical contraindications, religion or other prohibited grounds under the Canadian Human Rights Act.

*If you are interested in this position and have the qualifications above, we invite you to apply in writing, **including a copy of your resumé**, to rh-hr@nfb.ca, **BY NOVEMBER 15, 2021, citing competition number JR-00169446.***

The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, an Indigenous person, a person with a disability or a member of a visible-minority group.

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

Please note that only applicants selected for an interview will be contacted.