

NOVEMBER 1ST, 2021

PRODUCTION COORDINATOR

POSITION NUMBER: 00021929

POSITION STATUS: Temporary 1 year, Full-Time

DIVISION: Creation and Innovation

DEPARTMENT: North West Studio

SALARY RANGE: 05 – \$49,081 to \$59,692

UNION CATEGORY: CUPE

LOCATION: Edmonton or Winnipeg

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada's public producer and distributor, the National Film Board has been telling the country's stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you'd like to be a part of this team—and part of the NFB's incredible legacy—we'd love to hear from you.

SUMMARY OF DUTIES

Supports studio administration and production activities. Prepares and coordinates all aspects of the studio's projects and activities: prepares, maintains, updates and verifies accuracy of key creative, crew and service-provider contracts, invoices and expense claims associated with studio projects, in accordance with NFB standards. Liaises with NFB producers and is key contact with external creators to collect, track and coordinate distribution of necessary documentation, information and materials.

MAJOR RESPONSIBILITIES

- Actively monitors financial commitments (including revenue and expenditures) and enters data in financial system.
- Produces purchase orders, makes delivery calls and follows up on them, as well as billing related to the payment stages of contracts, agreements and rentals.
- Coordinates and monitors all travel preparations, including transportation, accommodation, vehicles, excess-baggage tickets, advances on travel expense accounts and claims for production team.
- Plans and coordinates equipment shipment requirements for shooting and hard disk logistics as required.
- Prepares and drafts, within NFB guidelines, contracts with ACTRA, UDA, WGC, DGC, CFM, SPACQ and AQTIS (signatures, timesheets, payments, activity reports), as well as contracts for personal services and temporary employment contracts (TEAs).
- Assists production team in preparation of Investigate, Development and Production budgets.
- Responsible for rights files; prepares, files and follows up on participant, location and material release documents, music and visual contracts and licences to sign and pay for, audio and textual archive records, and any other relevant documents.
- Coordinates the studio's projects in the post-production phase; ensures follow-up with technical services, marketing and other NFB departments on all aspects of post-production, including preparing the credits, requests for subtitles, identification cards, transcripts, hearing-impaired encodings, etc., and verifies these.
- Follows best practices while completing the project: cleans the digital production files, downloads the final credits, transfers the transcripts into Synchrone.
- Administers the studio's equipment, inventory and loans, if applicable.
- Responsible for office purchasing, preparation and follow-up of payment methods to suppliers; coordinates shipping and receiving of internal and external office mail, develops and maintains an administrative record filing system, including archiving, if applicable.

REQUIRED QUALIFICATIONS

- A minimum of three (3) years' experience in a similar position, or an equivalent combination of education and experience;
- 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;

- Proficiency in 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 (written and spoken).

PERSONAL QUALITIES

- Strong sense of priorities, ability to work under pressure, autonomy, organizational skills, attention to detail, judgement and initiative;
- Excellent interpersonal skills and collaborative spirit;
- Flexibility in managing frequent and unforeseeable changes and ability to work on multiple projects simultaneously and meet deadlines.

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.

Interested candidates with the above qualifications are invited to apply in writing, **including a copy of their résumé to cv@nfb-onf.gc.ca, BY NOVEMBER 19, 2021, citing competition number: JR-00021929.**

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, a member of a First Nations group, Inuk, Métis, 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.