



Programming Coordinator, Compliance and Obligations

Channel Zero Inc., has an immediate entry level employment opportunity for a very organized and self-motivated individual to assist in workflow of content deliverables and ensuring compliance with broadcast conditions of license.

This position is located in Toronto. The successful candidate will have pro-active initiative, very good attention to detail and be able to work in a fast-paced, collaborative environment.

Responsibilities will include:

- Coordinating the workflow between the Programming, Captioning and Master Control departments to deliver content materials including closed captioning and described video on air
- Deliverables workflow also includes: liaising with distributors, the process of receiving and returning the masters, captioning, the ingestion process and any other responsibilities required to deliver content to air
- Scheduling all live captioning
- Submitting CRTC logs and generating reports
- Ensuring quality control of captioning and described video
- Ensure compliance with all current and future Channel Zero office policies & procedures.
- Other duties as assigned

Skills Required:

- Superior organizational and interpersonal skills
- Demonstrable initiative and leadership
- Post-secondary diploma or degree in media, communications or television
- Experience with MacCaption and Broadview an asset, but not necessary
- Ability to multi-task and to work effectively to deadlines in a fast-paced environment.
- Self-starter with initiative and solid communication skills, who can work unsupervised and as part of a team

Application Deadline: Tuesday February 28, 2017

Quoting ref# PC-2017-02, please send résumé and covering letter with salary expectations to: careers@chz.com

Channel Zero Inc. is a member of the Channel Zero group of companies and along with its subsidiaries, affiliates, and related companies is an equal opportunity employer dedicated to diversity in its workforce. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please.

About the company: Channel Zero is an independent Canadian media company that owns over-the-air channel CHCH-TV and a growing bouquet of specialty channels, including Rewind and Silver Screen Classics. The newly launched Bloomberg TV Canada is the first of several platforms under Channel Zero's leadership that combines the best of Bloomberg's global content with locally produced Canadian subject matter. Channel Zero's digital sales agency Junction Digital offers advertisers marketing solutions on CHCH.com, BloombergTV.ca, Andpop.com and ChartAttack.com, as well as the top ad exchanges. Other divisions of Channel Zero include Channel Zero World Media, which operates Bollywood Times, Mehndi TV and Halla Bol – Canada's first South Asian HD TV channels, and Ouat Media, an Academy Award® winning film sales and distribution company. For more information, please visit www.chz.com.



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