



## Programming Coordinator (fluent in Hindi)

(Full Time Position)

Channel Zero Inc. is looking for an organized, enthusiastic, energetic, self-motivated, quick learner who is able to join our dynamic Programming team.

The role of the Programming Coordinator is to support the Programming department in the preparation of the programming, acquisitions and scheduling for Channel Zero's World Media channels including: TV Asia and Halla Bol! Canada's first Hindi-language children's channel.

### Essential Position Duties and Responsibilities

- Responsible for all aspects of scheduling the channels including the management of content assets from delivery to broadcast
- Assist and support all programming initiatives for all of the Channel Zero World Media services including: supporting the acquisition process, collecting deliverable materials, data entry of programming information into various systems, title selection and original programming support
- Support marketing initiatives in the writing and production of regular on-air promotions
- Responsible all programming reports including regulatory and programming usage on assigned channels
- Create EPG reports and ensure accurate on-air programming guides
- Liaise with content providers
- Respond to viewer queries and comments
- Administrative duties such as expenses, scheduling and any additional support required
- Other duties as assigned

### The Successful candidate will possess:

- ***Fluency in Hindi a must***
- An understanding of Indian cultural events and holidays
- Knowledge of Broadview scheduling system or other related television programming software, an asset
- Familiarity with the CRTC rules and regulations
- Expertise in Microsoft Office
- Demonstrated attention to detail and research abilities
- Enthusiasm as a team player yet a self-motivated and a self-directed professional
- Knowledge and passion for film and television
- Excellent organizational skills and able to multi-task and adapt to changing priorities
- Excellent communication and administrative skills
- Willingness to do voice-over work an asset



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**Application Deadline: March 31, 2017**

**To apply: Quoting ref# CHZ-PC-2017-02B, please send your résumé with cover letter and salary expectations, in confidence to: [careers@chz.com](mailto:careers@chz.com) (no phone calls please)**

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](http://www.chz.com).



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