

Bloomberg TV Canada

Editorial Assistant

Location: Toronto, Canada

One-year contract

Bloomberg TV Canada is seeking an entry level Editorial Assistant for live television with editorial and production skills. The candidate needs to have basic knowledge of business and financial news, television production and web skills. The Editorial Assistant is a multi-tasker, someone who is enthusiastic and prepared to take on any and every task in the newsroom to help take a show to air. Candidates should have a positive attitude, a willingness to learn and, most importantly, be a self-starter. They must thrive under pressure and be ready to jump into any situation. Candidates should also have basic web and social media skills, to help out on the digital desk when the need arises. The Editorial Assistant will support the editorial team in all aspects of producing daily news programming. Knowledge of Canadian business and financial markets is desirable.

This position requires flexible hours to accommodate production schedules.

Key Responsibilities:

- Prepare and assist with live television news elements creation
- Greet and welcome guests for television interviews
- Pitch, research, write and assist in producing segments for live broadcasts
- Assist with booking guests for interviews
- Assist with daily newsroom editorial activities like proof-reading scripts, etc.
- Basic web duties as required
- Other duties as required

Qualifications:

- Bachelor's journalism degree or equivalent experience
- Previously interned or has relevant experience working in a live newsroom environment
- Passion for creating compelling news content
- Ability to work and thrive under deadline pressure
- Knowledge of Canadian business and financial markets is preferred
- Flexibility with hours and travel as needed

To apply: Quoting ref# BTC-EA-2017, please send your résumé with cover letter and salary expectations, in confidence to: careers@chz.com (no phone calls please)

Bloomberg TV Canada (CHZ Business News Net 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.

The Companies:

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. Bloomberg TV Canada is the first of several platforms under Channel Zero's leadership that combines the best of Bloomberg's global branded content with Bloomberg original and local 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 Halla Bol - Canada's first South Asian HD TV channel - and TV Asia; and Ouat Media, an Academy Award® winning film sales and distribution company. For more information, please visit chz.com.

Bloomberg TV Canada delivers the best of Bloomberg's global markets information, essential Canadian business and financial news, and dynamic lifestyle programming to influential Canadian decision-makers. With input from 30 journalists in six news bureaus in major markets across Canada, and international access to 150 bureaus in 73 countries and 2,400 professionals worldwide – Bloomberg TV Canada becomes the first business and financial information source for Canadians, providing its audience with a critical edge by connecting them to a vital network of information, people and ideas. Bloomberg TV Canada is owned by Channel Zero in Toronto and operates from the heart of the financial district with studios at Brookfield Place and TSX. For more information, please visit bloombergtv.ca.