



Programming Coordinator

(Temporary Part-Time Contract)

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, VoD is to support the Programming department in the preparation and delivery of programming to our Video on Demand (VoD) affiliates and partners.

Essential Position Duties and Responsibilities

- Responsible for regularly scheduled delivery of Video on Demand (VoD) programming to partners and affiliates
- Creation of metadata in XML formats
- Creation of image files to support VoD programming
- Organization of content according to broadcast schedule
- Delivering programming through FTP
- Working with Broadcast technicians to ensure successful and complete delivery
- Basic contract review and verification
- Must be able and willing to work on weekends and subject to varying shifts
- Other duties as assigned

The Successful candidate will possess:

- Organization and careful attention to detail
- Knowledge of video files and formats an asset
- Knowledge of XML and metadata entry an asset
- Familiarity with image editing (Photoshop, GIMP) an asset
- Enthusiasm as a team player yet a self-motivated and a self-directed professional
- Excellent organizational skills and able to multi-task and adapt to changing priorities
- Excellent communication and administrative skills
- Knowledge and passion for film and television

Application Deadline: November 20th, 2017

To apply: Quoting ref# CHZ-PC-2017-11, please send your résumé with cover letter, in confidence to: 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 Channel Zero Inc.

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. Channel Zero's digital sales agency Junction Digital offers advertisers marketing solutions on CHCH.com, Bloomberg.com, Andpop.com and ChartAttack.com, as well as the top ad exchanges. Other divisions of Channel Zero include Channel Zero World Media, which operates HallaBol - Canada's first South Asian HD TV channel - and TV Asia; and Quat Media, an Academy Award® winning film Sales and Distribution Company. Channel Zero's head office is located in Toronto, Ontario. For more information, please visit chz.com.