



Programming Coordinator

Channel Zero Inc. is looking for an organized, enthusiastic, energetic, self-motivated, quick learner who is able to work with minimum supervision 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 all of the Channel Zero services.

Essential Position Duties and Responsibilities

- Assist and support all programming initiatives for all of the Channel Zero services including: supporting the acquisition processes, collecting deliverable materials, data entry of programming information into various systems, title selection and programming
- Responsible for the creation and reconciliation of on-air programming logs
- Assist in all programming reports including regulatory and programming usage
- Assist in compliance for all channels
- Create profiles for each program
- Respond to producer and viewer queries and comments
- Manage external program guides and daily rating reports
- Create marketing and sales materials
- Responsible for simulcast logs
- Assist the department in creating, soliciting and/or developing projects to help build new business opportunities
- Occasional weekend on-call duty
- Administrative duties such as expenses, scheduling and any additional support required
- Other duties as assigned

The Successful candidate will possess:

- Knowledge of Broadview scheduling system or other related television programming software, an asset
- Familiarity with the CRTC rules and regulations
- Expertise in Microsoft Office
- Experience in film or television scheduling, an asset
- Enthusiasm as a team player yet a self-motivated and a self-directed professional
- Knowledge and passion for film and television
- Demonstrated attention to detail and research abilities
- Excellent organizational skills and able to multi-task and adapt to changing priorities
- Excellent communication and administrative skills

Application Deadline: May 25th 2018

Quoting ref# PC-2018-04, please send your résumé with cover letter and salary expectations, 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 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.