



Production 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 original production team. This opportunity is for a 2 month contract at our Toronto office in the Junction (Keele & Dundas)

Essential Position Duties and Responsibilities

- Coordinating and scheduling assets and resources
- Downloading, logging and distributing news segments
- Researching and writing segments for broadcast social and online publishing
- Assisting in the preparation, compilation and coordination of all elements of a daily news magazine program
- Supporting the host, producer and editor with all program initiatives
- Assist in shooting segments and participating in studio and location set-ups
- Scheduling and securing interviewees, shoot location etc. including guest preparation
- Listings key names and time codes for editing
- Managing social media platforms, including moderate and respond to viewer comments and inquiries
- Logging music for SOCAN
- Other duties as assigned

The Successful candidate will possess:

- 1-2 years of television production experience
- Post-secondary education in Journalism or Television Broadcasting or equivalent experience
- Keen attention to detail
- Strong research and communication skills
- Strong organizational ability
- Ability to prioritize and meet deadlines of several simultaneous duties
- Strong knowledge and passion for current events
- Ability to work well in a team and be self-motivated

Application Deadline: May 17, 2019

Quoting ref# PC-2019-04, 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 Channel Zero Inc.

Channel Zero is an independent Canadian media company that owns over-the-air channel CHCH-TV and a bouquet of specialty channels including Rewind, Silver Screen Classics, and Halla Bol Kids TV, Canada's first South Asian HD TV channel. Channel Zero's digital sales agency Junction Digital offers advertisers marketing solutions on our owned and operated websites, as well as through our trading desk. The film division of Channel Zero features Ouat 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.