

MAY 6, 2022

SENIOR PRODUCTION COORDINATOR

POSITION NUMBER: 00174393

POSITION STATUS: Temporary 1 year, Full-Time

DIVISION: Creation and Innovation

DEPARTMENT: Animation & Interactive Studio, English Program

SALARY RANGE: 06 – \$54,340 to \$66,770

UNION CATEGORY: CUPE

LOCATION: Montreal (50/50 hybrid work model)

Are you passionate about great storytelling, about exploring the issues that matter, about pushing the boundaries in new audiovisual experiences? So are we. As Canada's public producer and distributor, the National Film Board has been telling the country's stories and pioneering breakthroughs in virtually every field of audiovisual content since 1939. But to do this, we need a team that truly reflects the richness and diversity of Canada. If you'd like to be a part of this team—and part of the NFB's incredible legacy—we'd love to hear from you.

SUMMARY OF DUTIES

Coordinates and follows up on administration and production activities at the Studio. Assists production team in all aspects of research, development and production associated with a project: production budgeting, scheduling and contract preparations; preparation of rights clearances and documentation; prepares, plans, maintains, updates and verifies accuracy of key creative, crew and service-provider contracts, invoices and expense claims associated with Studio projects in accordance with NFB standards. Liaises with NFB producers and is key contact with external creators to collect, track and coordinate distribution of necessary documentation, information and materials.

MAJOR RESPONSIBILITIES

- Actively monitors financial commitments (including revenue and expenditures), enters data in financial system, reconciles actual costs vs. budgeted costs.
- Produces purchase orders, makes delivery calls, and follows up on them as well as billing related to the payment stages of contracts, agreements and rentals.
- Coordinates and monitors all travel preparations, including transportation, accommodation, vehicles, excess-baggage tickets, advances on travel expense accounts and claims for production team.
- Responsible for rights files; follows up on contracts and licences and payments according to NFB's *Minimum Rights Policy*.
- Coordinates the Studio's projects in the post-production phase: ensures follow-up with the teams, technical services, Marketing and other NFB departments for all aspects of project post-production, including preparation of credits and requests for subtitles, identification cards, transcripts, hearing-impaired encodings, etc., and verifies these.
- Assists production team in preparing Investigate, Development and Production budgets.
- As required, assists the Studio Administrator in the coordination and administration of Studio projects.
- Assists in coordinating and managing special projects, including preparing documents, research, reports and presentations, as requested by the Executive Producer.
- Performs other Senior Production Coordinator duties, as required.

Production management tasks:

Performs tasks related to the planning, organization and coordination of production activities, from pre-production to project delivery; ensures team compliance with production schedule and meets deliverables, milestones and technical requirements.

- Participates in the procurement of production crew, secures personal-services agreements and temporary employment contracts (TEAs) for casual staff;
- Organizes production meetings, assists in the supervision of production crew, secures shooting locations, vehicles and permits; drafts and distributes call-sheets;
- Provides regular progress reports, monitors and controls production expenses, participates in cost-report meetings to reconcile accounts.

Production administration tasks:

Provides advice and recommendations on the application of collective agreements, as well as drafting and preparation of guild-related contracts, production budgeting and rights files:

- Based on NFB templates, prepares legal and business-affairs documents to include termination letters, letters of intent, development agreements, co-production and distribution agreements;
- May be required to follow up and track, in the context of co-productions, delivery of all documentation (chain of title, financing and production documents), and to perform quality review based on industry and NFB practices and policies. Requests changes when required and, upon approval by the producer, oversees payment to the co-producer.

REQUIRED QUALIFICATIONS

- College diploma in an appropriate discipline, such as administration or office-technology studies;
- A minimum of five (5) years' experience in a similar position or an equivalent combination of education and experience;
- Good knowledge and ability to provide recommendations on the application of Scale Agreements with artists' unions;
- Good knowledge of business affairs, rights and production budgeting and monitoring;
- Knowledge of artistic, editorial, technical and administrative activities associated with the production of a documentary film, interactive work or animated film;
- Proficiency in Word, Excel, Outlook, PowerPoint, and Smartsheet;
- Good knowledge of basic accounting principles and computerized financial systems (i.e., Purchase Order/Project Accounting/Accounts Payable modules);
- Bilingualism required (English and French).

PERSONAL QUALITIES

- Strong sense of priorities, ability to work under pressure, autonomy, organizational skills, attention to detail, judgement and initiative;
- Demonstrated ability to find suitable solutions in stressful situations;
- Excellent interpersonal skills and collaborative spirit;
- Flexibility in managing frequent and unforeseeable changes and ability to work on multiple projects simultaneously and meet deadlines.

Under the [Policy on COVID-19 Vaccination](#), new employees are required to be fully vaccinated as a condition of employment, unless accommodated due to certified medical contraindications, religion or other prohibited grounds under the *Canadian Human Rights Act*.

Interested candidates with the above qualifications are invited to apply in writing, **including a copy of their résumé, to cv@nfb-onf.gc.ca by MAY 19, 2022, citing competition number: JR-00174393.**

The NFB is committed to building a skilled, diverse workforce that's reflective of Canadian society. It promotes initiatives such as employment equity and encourages candidates to voluntarily indicate in their cover letter if they are a woman, a member of a First Nations group, Inuk, Métis, a person with a disability, or a member of a visible-minority group.

The NFB is also committed to developing inclusive, barrier-free selection processes and work environments. Feel free to advise us of any accommodation needs.

Please note that only applicants selected for an interview will be contacted.