

JULY 07, 2026

LINE PRODUCER – ENGLISH ANIMATION UNIT

POSITION NUMBER: 00123199

POSITION STATUS: Continuous, Full-Time

DIVISION: Programming and Production

DEPARTMENT: Animation

SALARY RANGE: 9 – \$83,472 to \$105,682

UNION CATEGORY: SGCT

FLEXIBILITY PROFILE: Mostly On-Site

LOCATION: Montreal

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

Under the supervision of the executive producer of the English Animation Unit, responsible for managing (planning, organizing, coordinating) day-to-day operations and logistics at all stages of development, pre-production, production, post-production and delivery. Regularly monitors budgets, production stages and schedules.

MAIN RESPONSIBILITIES

- Works in close collaboration with the producer to complete analyses of creative material and contributes to the budget-planning process for projects.
- Plans the technical aspects and requirements (format, equipment, deliverables, etc.) for productions and liaises with Technical Resources teams.
- Collaborates with Technical Resources teams to set up production workflows.
- Regularly updates designated tracking tools (e.g., Shotgrid/Flow) and makes optimal use of the tools; consistently applies established processes for deliverables and, on occasion, participates in continuous-improvement initiatives for these tools and their implementation.
- Participates in building production teams; negotiates rates and contracts for production team members (production, post-production, launch) in close collaboration with the producer.
- Plans production stages; schedules and monitors production calendars.
- Manages the daily operations required to complete projects while adhering to budget allocations and established production schedules.
- Monitors projects at every stage; coordinates between crew members, including post-productions and post-mortems.
- In collaboration with the producer, follows up on rights-management activities with production coordinators.
- Liaises with Technical Resources teams to track post-production stages, based on established schedules and budgets, policies and NFB and industry standards, as well as administrative and technical production procedures.
- Under the supervision of the producer, is responsible for the delivery of all production and technical elements, in line with internal processes (complete list and as per workflow deliverable specifications) and, where applicable, with the contractual requirements of co-productions.

REQUIRED TRAINING, KNOWLEDGE AND EXPERIENCE

- University degree in a relevant field, such as film production, animation, VFX or any other related discipline;
- Minimum of five (5) years of experience in the field of animated film production, or relevant combination of education and experience;
- Good knowledge of artistic, financial, editorial, technical and administrative activities related to animation production;
- Relevant experience in the development, management and control of production schedules and budgets in animation, as well as in funding allocations;
- Good knowledge of the Canadian animation ecosystem;
- Extensive knowledge of various animation production techniques and film post-production;
- Knowledge of editing and graphics software is an asset;
- Knowledge of collective agreements in the audiovisual field is an asset;
- Experience using a variety of project-tracking software and visual presentation and collaboration tools;
- Proficiency in English (written and spoken); good communication skills in French are an asset.

SKILLS REQUIRED

- Creativity and artistic mindset, sense of responsibility, and good judgment;
- Initiative, autonomy, adaptability, strong inclination towards collaboration;
- Excellent attention to detail, takes a methodical and structured approach to their work;
- Excellent ability to manage multiple tasks simultaneously;
- Able to easily understand technical aspects and processes in animation;
- Able to establish good interpersonal relationships, to be effective in professional interactions and to exercise unifying leadership;
- Demonstrates sensitivity to working and communicating with artists and in a creative environment;
- Good negotiation skills.

Qualified candidates who are interested in this position are invited to submit their application online, via the web page [Work at the NFB](#), by **JULY 31, 2026**.

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.