

MAY 11, 2026

WRITER, DOCUMENTATION AND KNOWLEDGE MOBILIZATION

POSITION NUMBER: 00021144

POSITION STATUS: Temporary 12 months, Part-Time (20 hours)

DIVISION: Technologies

DEPARTMENT: Innovation Lab

SALARY RANGE: 08 (under review) – \$75,381 to \$94,502

UNION CATEGORY: PIPSC

FLEXIBILITY PROFILE: Mostly Remote

LOCATION: Anywhere in Canada

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

Responsible for documenting and highlighting the innovative aspects of Innovation Lab activities and NFB animated and documentary films. Collaborates with team members to document content in an accessible way that's tailored to an audience from a variety of fields. Handles the writing and multimedia design of all elements used to document activities. Prepares documentation to facilitate the writing of engaging stories about these innovations, adapted to different levels of reader expertise. Helps define and implement a documentation classification system. Writes or assists colleagues in writing publications intended for the NFB's public communication platforms.

MAIN RESPONSIBILITIES

- Designs multimedia elements and other types of summary documents that highlight the innovative aspects of narrative approaches, creative and production technologies, and audience-engagement practices for different projects.
- As a team member, takes part in discussions and contributes to reflection on how to conduct and document the Lab's experiments and the innovations within film projects.
- Participates in ideation and planning meetings for Lab activities and contributes by analyzing their potential to inspire and foster understanding of evolving practices within the NFB.
- Works closely with the Lab's project manager in planning the documentation and communications stages of various initiatives.
- Researches comparable innovation references, writes articles on these topics and ensures they're shared within the NFB.
- Guides and supports team members or invited experts in documenting innovations in a way that's accessible and understandable to a multidisciplinary audience.
- In collaboration with the NFB Archives team, helps implement classification systems for documents related to different activities and film projects.
- Develops guides or reference documents detailing emerging innovative practices in storytelling, technology and audience engagement.
- Maintains an active online presence; builds relationships within networks and with key multiplier partners, fostering conversations that introduce the work of the Innovation Lab and highlight related publications.
- Contributes to the Lab's strategic monitoring efforts, stays attuned to current trends in film production and audience engagement, and actively participates in team discussions to identify opportunities for the continuous evolution of practices within the NFB.

REQUIRED TRAINING, KNOWLEDGE AND EXPERIENCE

- Bachelor's degree in Journalism, Communications, Digital Media, Film Production or a related field;
- Minimum of five years of relevant experience in content creation, writing, multimedia formatting or a relevant combination of education and experience;
- Knowledge of principles that guide information classification;
- In-depth understanding of the media industry;
- Good knowledge of current and emerging trends in storytelling, technologies and distribution practices;
- Proven experience using various design, writing and editing software and tools;
- Bilingual in both official languages (French and English), spoken and written.

SKILLS REQUIRED

- Initiative, autonomy, adaptability and a strong inclination towards collaboration;
- Excellent writing and communication skills, with the ability to simplify complex ideas, a knack for phrasing, attention to detail and a commitment to high-quality work within deadlines;
- Ability to manage multiple projects simultaneously while meeting deadlines, with an organized, meticulous, structured and thorough approach to work;
- Strong interpersonal skills and effectiveness in professional interactions.

Qualified candidates who are interested in this position are invited to submit their application online, via the web page [Work at the NFB](#), by **MAY 22, 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.