

JANUARY 14, 2022

COORDINATOR, ANIMATION STUDIO

POSITION NUMBER: 00021228

POSITION STATUS: Continuous, Full-Time

DIVISION: Creation and Innovation

DEPARTMENT: Animation Studio, French Program

SALARY RANGE: 05 – \$49,081 to \$59,692

UNION CATEGORY: CUPE

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

Following instructions and guidelines provided, organizes the logistical aspects of the studio's operations and projects and provides support to the administrator, associate producers, producers, executive producer, technical director, filmmakers and production teams based on their needs. Serves as a link between production and technical coordination.

MAJOR RESPONSIBILITIES

- Monitors the production calendars, from pre-production to post-production; keeps team abreast of important changes that might modify deliverables; advises them of any potential problems related to the projects.
- Monitors the production of deliverables for the films produced, internally and for the co-producers.
- Liaises between the studio and technical coordination for the project (theatre reservations for screenings, requests for digital files or copies).
- Plans and coordinates equipment shipment requirements for shoots and hard-disk logistics, as required. Manages and administers the studio equipment park, inventory and loans.
- Coordinates various operations during production: filming, studio reservations, recordings with actors and/or musicians; meetings, greeting filmmakers, etc.
- In collaboration with the producers, develops calendars and schedules for each project and coordinates meetings and production activities for the projects to which they are assigned.
- Is responsible for preparing film credits; submits a final list for approval by the producer at the end of production.
- Purchases equipment and software requested by the director and the studio technical coordinator.
- Coordinates management of premises and relocations.
- Organizes orientation for filmmakers starting a new project: studio, furnishings, computer equipment and opening of accounts, access cards, network access, material needs, etc.
- 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 post-production, including preparing credits and requests for subtitles, identification cards, transcripts, hearing-impaired encodings, etc., and verifies these (if applicable);
- Manages the administration of ACIC-Animation or FAP: filmmaker relations, analysis and evaluation of requests, preparation of letters of agreement, coordination with technical services, billing, etc.
- Establishes and maintains a filing system; in co-operation with the Studio Administrator, identifies completed files to be sent to Archives while keeping a reference list.
- Follows best practices for completing projects: cleans up the digital production files, downloads the final credits, transfers the transcripts into Synchronie, if applicable.

- Responsible for expense accounts and claim expenses for production team, including producer and executive producer (if applicable).
- Organizes, coordinates and monitors all travel preparations, including transportation, accommodation, vehicles, excess-baggage tickets, advances on travel expenses for permanent and temporary staff, crew and equipment (if applicable).
- Provides support for directors' logistical requests.
- Performs other administrative tasks.

REQUIRED QUALIFICATIONS

- College diploma in business administration or media;
- At least three (3) years of relevant experience in animation studio and/or post-production studio coordination, or an equivalent combination of education and experience;
- Knowledge of artistic, editorial, technical and administrative activities associated with the production of animated film;
- Good knowledge of Excel, Word, financial systems (i.e., Purchase Order/Project Accounting/Accounts Payable modules), and Smartsheet.
- Bilingualism in both official languages (English and French), both orally and in writing.

PERSONAL QUALITIES

Excellent organizational skills and judgment, proven collaborative skills.

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 JANUARY 27, 2022, citing competition number: JR-00021228.**

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.