

JULY 21, 2021

COORDINATOR, STOCK SHOTS AND SALES

POSITION NUMBER: 00021389
POSITION STATUS: Continuous, Full-Time
DIVISION: Distribution, Communications and Marketing
DEPARTMENT: Stock Footage
SALARY RANGE: 05 – \$49,081 to \$59,692 (under review)
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

Provides administrative support and coordinates tasks related to processing internal and external stock shot sales, as required by the sales service. Ensures proper management of cataloguing information, descriptions and classification of existing stock shots in order to ensure efficient retrieval of materials from the archives database. Provides general support to the stock shots team and technical support for clients of the NFB.ca/archives site.

MAJOR RESPONSIBILITIES

- Assists sales agents and the selector-editor in all aspects of their work.
- Prepares and follows up on orders for transfers and duplication, using the relevant system (e.g., FileMaker, Power Apps, etc.), and oversees accurate fulfilment of orders.
- Coordinates all technical aspects related to requests in the appropriate formats, as well as their transport between the offices on rue Cousens and rue Balmoral.
- Respects deadlines and resolves problems related to orders.
- Invoices clients (internal and external) for technical transfers and rights and, follows up as required.
- When required, processes transactions in Moneris for credit card payments from clients.
- Ensures continuous improvement of work processes, in consultation with relevant stakeholders, with respect to evolving needs and tools.
- Executes searches in Synchrone Images, the database, at NFB.ca/archives, and in the MAM system, at the request of sales agents.
- Working in collaboration with sales agents, coordinates the preparation of new DVDs to meet the needs of distribution, and follows up as required.
- Carries out cataloguing and coordinates uploading and archiving of reels of digitized films in Atempo, as part of the 2K project (collection transfer) and other future projects.
- Corrects descriptions of stock shots with respect to their visual content, and ensures any changes made are reflected in both indexing and translation.
- Coordinates translation and indexing of new and existing stock shots.
- Ensures quality control of cataloguing for stock shots created in the Synchrone module.
- Assigns indexing terms to the multilingual thesaurus (new terminology, new subject, or application field) and carries out updates jointly with the head librarian.
- Works in concert with the operations, studio, and marketing teams to transmit new pre-selected stock shots, photos and rights information to the archive and photo library team, for inclusion in the collection.
- With the sales manager, works on the transition to the new NFB.ca/archives site, carries out necessary adjustments and modifications (stock shots, photos, etc.) and makes modifications and necessary additions to the Telescope module of the MAM system.
- As needed, provides technical support to users of NFB.ca/archives, offering them advice and helping them navigate the site. Reports technical problems and follows up with possible solutions.
- Develops content or articles for the NFB.ca/archives user help centre and updates or coordinates updates to them.
- Posts new selections, transfers from the collection and photos online.

- As needed, provides various reports and statistics based on the ticket system, analyzes data collected and prepares and produces recommendations for the sales manager.
- Creates and updates a procedure manual for carrying out activities that fall under their responsibilities.

REQUIRED QUALIFICATIONS

- College diploma in a related discipline, such as archival management, library science, history or film;
- Minimum of three years' relevant experience in administrative support, customer service, technical or project coordination, or relevant combination of education and experience;
- Understanding of different production formats and technical standards for transfers;
- Strong interest for cinema and an understanding of film production;
- Understanding of SAP and Synchrone : an asset;
- Written and oral fluency in both official languages (English and French).

PERSONAL QUALITIES

- Excellent organizational, support and problem-solving skills;
- Proactive, shows initiative, works well independently;
- Ability to work under pressure, comply with tight deadlines and effectively manage multiple priorities;
- Strong customer-service orientation and spirit of collaboration;
- Organized, structured and detail-oriented approach to work;
- Tactful and open-minded, with strong interpersonal skills;
- Flexible and able to adapt to a constantly changing technical environment;
- Strong writing and editing skills.

Interested candidates with the above qualifications are invited to apply in writing, **including a copy of their résumé to rh-hr@nfb.ca, BY AUGUST 10, 2021, citing competition number: JS-00021389.**

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.