

NOVEMBER 26, 2021

SENIOR PRODUCTION COORDINATOR, ANIMATION

POSITION NUMBER: 00022551

POSITION STATUS: Temporary 12 months, Full-Time

DIVISION: Creation and Innovation

DEPARTMENT: Animation Studio, English Programme

SALARY RANGE: 06 (under review) – \$54,340 to \$66,770

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 coordination support to production teams, including the Line Producer, producers and Technical Director. Assists in daily studio operations by coordinating various production logistics, including managing production spaces, acquiring materials and equipment, coordinating technical resources and managing related documentation.

MAJOR RESPONSIBILITIES

- Attends studio production meetings and assists in the preparation of budgets, schedules, plans and other production documents.
- Assists Line Producer in managing production tracking tools and works with production teams to maintain production schedules and calendars.
- Assists the Technical Director in coordinating people and spaces related to production, including production suites, equipment, software licences, workstations, etc.
- Coordinates with Technical Services to manage studio production needs and to schedule and administer productions.
- Provides basic onboarding procedures to animators and production teams and informs them about NFB standards and processes.
- Organizes workstations, including software and peripheral equipment, in accordance with projects' technical needs or per the Technical Director's instructions.
- Acts as front-line technical support to studio's collaborators; provides initial guidance and coordinates resolution with HelpDesk staff, as required.
- Liaises with IT on all studio needs and manages building and network access.
- Coordinates and administers equipment purchases, rentals and other materials, as required.
- Performs media asset management and back-up, and archives media for long-term storage; prepares, transcodes, outputs digital video files in various formats for web, streaming, mobile and other platforms.
- Facilitates and administers NFB equipment loans and services, including managing studio equipment database.
- Participates in the oversight of the administration of the Filmmakers Assistance Program (FAP).
- Assists with coordination of travel, contracts and other administration duties related to studio activities and productions, as required.
- 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.

REQUIRED QUALIFICATIONS

- College diploma in Media Arts and Technology, or equivalent;

- Minimum of five (5) years of relevant experience in animation or post-production studio coordination, or an equivalent combination of education and experience;
- Knowledge of the steps involved in animation production, including analogue techniques, compositing, VFX, rendering, offline editing, online editing, programming for digital components, etc.;
- Knowledge of the different types of shooting equipment (camera, lights, green screen), software (Maya, XSI, Nuke, CS3, etc.) and technical services required for producing animation;
- Knowledge of artistic, editorial and technical activities associated with the production of interactive work or animated film;
- Fluent in English (written and spoken). Proficiency in French is an asset.

PERSONAL QUALITIES

- Excellent organizational skills;
- Demonstrates sound judgement and thoroughness and can work autonomously;
- Has an extremely positive attitude;
- Enjoys a highly creative environment;
- Strong interest in animation as a media form.

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@onf-nfb.gc.ca, BY DECEMBER 9, 2021, citing competition number: JR- 00022551.**

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.