

JUNE 17, 2020

PRODUCTION MANAGER

POSITION NUMBER: 00144522

POSITION STATUS: Temporary 13 months, Full-Time

DIVISION: Creation & Innovation

DEPARTMENT: Digital Studio, French Program

SALARY RANGE: 09 – \$72,687 to \$92,027

UNION CATEGORY: PIPSC

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

The Production Manager develops the action strategy for the Digital Studio. Responsible for the planning, organization and coordination of production activities associated with projects commissioned for digital platforms. Ensures that the team complies with the production schedule. Determines in details project specifications to ensure an understanding and monitoring of ongoing projects. Provides regular progress reports to his supervisor and the team. Monitors budget with the Studio Administrator.

MAJOR RESPONSIBILITIES

- Verifies the mandate given to ensure that it covers all the development and maintenance requirements specified in the project statement of intent.
- Suggests new work methods to reduce project costs with an eye to harmonization with the NFB sectors involved.
- Participates in team discussions, takes responsibility for and contributes to thinking about the evolution and development of the Web platform.
- Ensures that the graphic and technological solutions determined by the teams are in line with the nature of the projects and NFB requirements.
- Working with the Advisor and Conceiver, Digital Programming, develops calendars and schedules for each project and coordinates the production activities of the projects assigned.
- Monitors the projects' production calendar on a weekly basis and keeps the Advisor and Conceiver, Digital Programming informed on important changes that could affect the deliverables.
- Informs the Advisor and Conceiver, Digital Programming as needed on any potential problem related to the projects and recommends solutions.
- Prepares and coordinates production meetings and project specifications for the different projects, prepares feasibility studies and evaluates the costs, schedules, production structures, external teams and expertise, resources and risks for each project undertaken and recommends solutions.
- Coordinates and applies economy measures while meeting the creation needs and budgets established in the production contracts.
- Monitors to ensure that the project's artistic direction, editorial treatment, narrative approach, programming strategy, integration in the NFB.ca site, multiplatform derivatives, flow, schedule, budget envelope and results are consistent with the initial objectives.
- Supervises the technical coordination of productions: organizes the preliminary test sessions, ascertains that the sound, image and interactivity technical quality comply with NFB standards, approves the closed captioning, supervises the technical coordination from the start of production until approval of the online version.
- Supervises the uploading (quality control, compliance with NFB development standards, load tests) and updating of projects (moderation of contents, management of virtual communities, addition of sections).
- Participates in the planning, implementation and realization of special events, interviews, promotional kits and screenings intended to promote the content and the Web site.

REQUIRED QUALIFICATIONS

- A degree in an appropriate discipline, such as interactive media. An equivalent combination of education and experience will be considered.
- At least five (5) years or more of relevant work experience in coordination or supervision of interactive projects.
- Relevant experience in Web content production.
- Relevant experience in production and human and financial resource management.
- Good understanding of all the stages and mechanisms of Web production and knowledge of the trends in this field.
- Proficiency in oral and written French, functional oral and written English.

PERSONAL QUALITIES

- Leadership, creativity and vision, as well as the ability to develop concepts and present projects.
- Excellent communication 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 JUNE 30, 2020, citing competition number: SN- 00144522.**

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.