



Associate Production Executive, Mentorship

Job Family Programming (TV-Radio-Web)

Primary Location Toronto

Position Language Requirement English Only

Language Skill Levels (Reading / Writing / Speaking)

Status of Employment Temporary

Work schedule(s) Full-time

Description

What it's like working at CBC/Radio-Canada

At CBC/Radio-Canada, we create content that informs, entertains and connects Canadians on multiple platforms. Our successes and accomplishments are driven by embodying and upholding values, which include creativity, integrity, inclusiveness and relevance.

Do you think you have the ability and drive to keep up with this exciting, ever-changing industry? Whether it be in front of the camera, on air, online or behind the scenes, you would be joining a team that thrives on making connections and telling stories that are important to Canadians.

Your role:

You will be mentored by the CBC Unscripted Department Programming and Development Team, you will contribute your voice to the creation of unscripted programs for broadcast and online consumption. This means you'll be in meetings discussing the concepts, casting, structure, editing and general execution of new programs. You will provide feedback to our internal team of Production Executives and sometimes independent production companies. Outreach and a fresh perspective will be very important in this role. We are looking for novel ways to make sure the audience finds the content, and will lean on your knowledge and creativity to help make that happen.

Qualifications

- Knowledge of video production, for a variety of unscripted formats, including documentary; is an asset.
- Sound editorial judgment.
- Knowledge of writing, production and post-production techniques in order to give notes on scripts and cuts.
- Experience collaborating on creative projects.
- Experience in PR, communications, marketing or journalism an asset.
- Familiarity with social media, digital publishing and the relevant best practices an asset.
- Strong written communication skills.

Preference will be given to candidates with:

- High level of creativity – able to provide imaginative and effective suggestions and input on proposals, scripts, cuts.
- Ability to handle multiple priorities, reads and absorbs high volumes of material and responds very quickly with notes, criticisms and potential solutions.
- Hands-on production experience.
- Research experience.
- Experience with community outreach, both in person and online.

Key Tasks:

- Make editorial suggestions and provide editorial guidance.
- Conduct research projects related to concepts, and projects in development.
- Provide critical feedback on unscripted properties.
- Liaise with independent production teams and production executives on specific digital original series.
- Collaborate with unscripted digital team on online content creation and direction.
- Working with communications team to develop roll-out plans for unscripted titles.
- Attending production and development meetings to provide input and critical analysis on unscripted projects under consideration.

This role is intended to engage candidates with a disability looking to gain valuable work experience, with the clear purpose of training and development with ongoing support from an identified mentor. As this placement is an opportunity for development and training, candidates who may not have all the requested criteria may still be considered.

CBC/Radio-Canada is committed to being a leader in reflecting our country's diversity. That's because we can only create and tell the stories that connect Canadians, by having a workforce that mirrors the ever-changing makeup of our country. That's why

we, as an employer, value equal opportunity and nurture an inclusive workplace where our individual differences are not only recognized and valued, but also extend to and pervade all the services we provide as Canada's public broadcaster. For more information, visit the [Talent and Diversity](#) section of our website. If you have accommodation needs at this stage of the recruitment process, please inform us as soon as possible by sending an e-mail to recruitment@cbc.ca.

If this placement sounds interesting, please email your cover letter and resume, including the job title in your cover letter, to CBCplacements@careeredge.ca

Application deadline: Monday, June 25 at 11:59 P.M.

We thank all applicants for their interest, but only candidates selected for an interview will be contacted.