



## **Program Assistant, CBC Sports**

**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:**

As Canada's national public broadcaster and one of its largest cultural institutions, CBC/Radio-Canada brings diverse regional and cultural perspectives into the daily lives of Canadians in English, French and eight aboriginal languages.

As a program assistant/researcher, you will work with our team to help plan, create and organize the production of our daily website and social media content as well as our sports features content. You are a strong team player, who will work closely with colleagues and stakeholders.

Perform tasks in support of the production, broadcast, distribution and archiving of television programs or program material. Work is governed by CBC programming and journalistic policies as well as by established procedures. Advice and guidance

are available but employees are often required to work with minimal supervision.

### **Key Tasks**

- Under the direction of Producers, Associate Producers, Media Librarians and/or other team personnel, provides support to programs by preparing shot lists and program material
- Archiving of program material along with any necessary documentation
- Work with Media Management on a variety of organization and filing tasks
- Assist with a variety of administrative and clerical tasks, as required
- Conducts routine correspondence
- Assemble basic research information
- Select visual and audio material, make appropriate notes and copy or arrange for the copying in an appropriate format
- Search, retrieves and consolidates information as required
- Following specific instructions from a Producer, Associate Producer or Associate Director, screens and times segments of shows noting necessary information and inputting required key information in databases
- Respond to requests for, or enquiries about program information

### **What You Bring:**

- You possess or have a demonstrated interest in obtaining a diploma from a Community College in Radio and Television Arts, or the equivalent.
- Entry-level position - no previous experience required. Incumbents are expected to take advantage of the various mentoring and developmental opportunities available while performing the tasks assigned, to demonstrate their potential for advancement in the broadcast environment.
- Must be able to solve problems independently and in group discussions.
- Ability to work effectively as part of a team.
- Ability to take direction and find solutions to production challenges.
- An understanding of and interest in sports, both high performance (Olympics) and professional.
- Writing, research and fact checking skills an asset.
- Open to new ideas and approaches.
- Photography and Photoshop skills an asset.
- Ability to handle a variety of functions quickly and under tight deadlines.
- Basic video and editing skills an asset.

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](mailto: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](mailto: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.