



CBC AbiliCrew Placements for Excellence Program

## **CAPE - Program Assistant - CBC Sports TOR06971, Toronto**

CBC is proud to be bringing back the CBC AbiliCrew Placements for Excellence (CAPE) program in the Fall of 2019. The abilicrew is an organized group of CBC employees with physical or mental disabilities and their allies. The goal of CAPE is to help launch meaningful careers for those facing barriers to employment by offering networking and development opportunities as well as on-the-job training.

The successful candidates will be immersed in selected departments within CBC's Broadcast Centre which include CBC Local Services, Radio & Audio - Network Talk, Communications, News & Current Affairs, Media Presentation, Digital Products, CBC Music, CBC Sports, and Unscripted Content.

**The program will run from mid-September to December 2019.**

### **Key Tasks**

- Under the direction of Producers, Associate Producers, Media Librarians and/or other team personnel, provides support to programs by preparing shoot tapes, shot listing program material and archiving program material along with any necessary documentation.
- 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.
- Assists Unit Managers with a variety of administrative and clerical tasks including the preparation of cost sheets and contracts for artists.
- As instructed, prepare, revise and distribute scripts and program-related material. The preparation and/or revision of scripts can involve splitting, duplicating, retyping or any other form of preparation and packaging but does not include any form of original writing.
- Search, retrieve and consolidate program information as required; ensure necessary revisions are made to program information material and informs all who need to know of any changes.
- Conduct routine correspondence.
- Obtain program information for the Associate Director or Producer.
- Respond to requests for, or enquiries about program information.
- Arrange for time and facilities to dub program material.



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- Attend production meetings and assist in the planning and preparation of programs, program segments, or program material.
- Select visual and audio material, make appropriate notes and copy or arrange for the copying in an appropriate format.
- Assemble basic research information.

You must self-identify as a person with a disability\* to be eligible for this role.

If this sounds interesting, please apply by submitting your resume and cover letter indicating the title of the position that you are applying for to the following email address: [cbcplacements@careeredge.ca](mailto:cbcplacements@careeredge.ca).

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

*We would ask that if you have accommodation needs at this stage of the application process, to please inform us as soon as possible by sending an email to [cbcplacements@careeredge.ca](mailto:cbcplacements@careeredge.ca). Please ensure to indicate the position title in the email.*

Wherever in the wording of the job description either gender is used, it shall be understood to include all genders.

*\*The Employment Equity Act identifies and defines persons with disabilities as: a person with a long-term or recurring physical, mental, sensory, psychiatric or learning impairment who consider themselves to be disadvantaged in employment by reason of that impairment or who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment, as well as individuals with functional limitations due to their impairment that have been accommodated in their current job or workplace.*