

AUGUST 25, 2025

COORDINATOR, PRODUCTION UNIT

POSITION NUMBER: 00340885

POSITION STATUS: Temporary 12 months, Full-Time

DIVISION: Programming - Creation, Distribution & Marketing

DEPARTMENT: French Documentary Unit and Eastern Documentary Unit

SALARY RANGE: 5 - \$55,532 to \$67,536 (under review)

UNION CATEGORY: CUPE

FLEXIBILITY PROFILE: On-Site

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 administrative and production support for the production unit. Serves as a liaison between producers and acts as a key resource for external creators working with production units. Collects, tracks and coordinates the distribution of relevant documentation, information and materials. Coordinates the collection, follow-up, and distribution of relevant documents, information, and materials.

MAJOR RESPONSIBILITIES

- Acts as a resource person, receiving and following up on responses related to projects submitted and other internal and external requests, including from the creator community.
- Coordinates logistics for meetings and other activities (e.g., reading committees, Playback screenings, Artist's Talks) and, on occasion, helps organize and prepare the production unit's spaces for visits.
- Assists with the preparation of the production unit's newsletter, managing its Instagram account and documenting projects (including taking photos, setting up spaces, and visually tracking creative processes).
- Supports the production unit team on activities such as monitoring production calendars and deliverables, from pre-production to post-production; keeps team apprised of significant changes or issues that could affect deliverables.
- Coordinates logistics as required; manages the production unit's equipment pool, inventory and loans.
- Assists in tasks related to the preparation of credits.
- Organizes the onboarding of filmmakers at the start of projects, providing information on practices and available resources (safety measures, physical spaces, furniture, computers, access cards, network access, equipment needs, etc.).
- Acts as a key resource person for filmmakers and in managing workspace schedules according to project needs, communicating relevant information and responding to logistical support requests.
- Supports the production unit team in coordinating activities for projects in the post-production phase, following up with teams, Technical Services, Marketing and other NFB departments on all aspects of post-production; manages requests, tracks progress and reviews subtitles, slates, transcripts, closed captions and video descriptions.
- Participates in archiving physical and digital project materials, following established procedures (e.g., artifacts, master files, visual elements, production documents).
- Handles expense accounts and submits reimbursement requests for production unit members and production teams.
- Prepares delegation plans for travel and coordinates travel arrangements, including transportation, accommodation, vehicle rentals, excess baggage tickets and advances

on travel expenses for the production team (permanent and temporary staff, production crew), as needed.

- Assists in the production of quarterly and other reports and processing various institutional requests.

REQUIRED QUALIFICATIONS

- College diploma in Business Administration or Media;
- Minimum of three (3) years' experience in a similar position, or an equivalent combination of training and experience;
- Knowledge of artistic, editorial, technical and administrative activities associated with the production of animated works and/or documentaries;
- Knowledge of framework agreements with artists' and artisans' unions.
- Proficiency in Word, Excel, Outlook, PowerPoint and Smartsheet;
- Good knowledge of basic accounting principles and computerized financial systems (e.g., purchase order/project accounting/accounts payable modules);
- Bilingualism in the official languages (French and English), both orally and in writing.

PERSONAL QUALITIES

- Initiative, autonomy, adaptability; strongly oriented toward customer service and collaboration;
- Excellent ability to manage multiple tasks simultaneously, with an organized, meticulous, structured and rigorous approach to work, based on priorities and deadlines;
- Ability to establish good interpersonal relationships and to be effective in professional interactions.

Qualified candidates who are interested in this position are invited to submit their application online, via the web page [Work at the NFB](#), by **SEPTEMBER 8, 2025**.

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.