



Job Posting

POST PRODUCTION CO-ORDINATOR / SCHEDULER

DHX Media is an international leader in television production and distribution, interactive content and entertainment licensing. DHX Kids and Wildbrain Entertainment focus on children, family and youth markets while DHX Entertainment focuses on primetime programming. With offices in Toronto, Halifax, Vancouver and Los Angeles and three award-winning production facilities, including the recently acquired Wildbrain Entertainment, DHX Media is the producer or co-producer of over 40 original television series and maintains a library of over 2,300 hours of television productions that covers both animated and live action programming and includes world-recognized series such as Franny's Feet, Animal Mechanicals, Kid vs Kat, Angela Anaconda, Yo Gabba Gabba!, Martha Speaks and This Hour Has 22 Minutes. DHX Media is listed on the TSX (Toronto Stock Exchange). We currently have an opening for an Executive Assistant based at our Toronto office situated in close proximity to Leslieville.

Post Production Co-ordinator / Scheduler

The position will be responsible to support the needs of the Post Production department and accountable to schedule work projects, co-ordinate with internal / external stakeholders, monitor orders / content status, manage deliverables and liaise with internal team to ensure projects are fulfilled on a timely basis and efficient basis.

Responsibilities

- Customer service and management of all projects that come through the Toronto post facility.
- Schedule work in the facility in order to maximize resources available.
- Create P.O.'s for outgoing costs.
- Order required supplies for the facility.
- Responsible for tape operator jobs, when required.
- Creating screeners for all departments (DVDs, QT files, etc).
- Consulting on post production budgets.

What we are looking for

- Minimum 2 yrs experience in a professional post production environment.
- Ability to manage multiple projects at once in a deadline driven environment.
- Excellent verbal / written communication.
- Ability to problem-solve, take initiative and work proactively.
- Knowledge of technical aspects and workflows of post production.
- MS Office skills (Outlook, Excel, Word).
- Proficiency in Adobe Photoshop & Encore.
- Good understanding of current file types for broadcast, mezzanine, and web based deliverables.
- Experience with editing systems such as Final Cut Pro and Avid Media Composer an asset.
- Familiarity with Media Pulse or other scheduling software also an asset.
- Affinity for the entertainment industry.

Other

- Leslieville location.
- Opportunity to gain more media experience.
- One (1) year contract opportunity with potential to convert to staff position.
- Reports to Director, Post Production.
- Hours: Monday to Friday 9:00 a.m. – 6:00 p.m.
- Hourly Pay: will be based on experience.

For consideration, please forward your cover letter and resume via email to human.resources@dhxmedia.com referencing this role.

We look forward to hearing from you and welcome you to apply. We thank you for your interest, but only candidates selected for an interview will be contacted. We are **not** accepting any telephone inquiries for this role.

www.dhxmedia.com