



# Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:  
Toll Free Phone: (866) 225-9067  
Toll Free Fax: (877) 825-7564  
L9 P23 R4074 HWY 596 - Box 109  
Keewatin, ON P0X 1C0

# Job Board Posting



Careers.Indigenous.Link

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## Production Manager (12-month Contract)

|                    |   |                              |
|--------------------|---|------------------------------|
| <b>Job ID</b>      | <b>54-E2-19-56-AC-57</b>  |                              |
| <b>Web Address</b> | <a href="https://careers.indigenous.link/viewjob?jobname=54-E2-19-56-AC-57">https://careers.indigenous.link/viewjob?jobname=54-E2-19-56-AC-57</a> |                              |
| <b>Company</b>     | TVO   |                              |
| <b>Location</b>    | Toronto, Ontario  |                              |
| <b>Date Posted</b> | From: 2023-04-06  | To: 2023-10-03               |
| <b>Job</b>         | Type: Full-time   | Category: Broadcasting-Media |
| <b>Languages</b>   | English   |                              |

### Description

#### The Opportunity

The Production Manager is responsible for overseeing and managing the process of development/creation of TVO educational content. We are looking for a talented and creative person who can manage course development within a multi-disciplinary division. This role manages multiple priorities and team members in a fast-paced environment.

#### How you will make an impact

- Oversee the development and production workflow of multiple in-house digital education courses across multiple platforms and various content teams
- Manage day-to-day production activities, including resources, workflow, and approvals
- Manages Web Production Team and determines labour resources as required
- Provide input to various TVO departments and employees for budgeting, staffing levels, and scheduling
- Regularly evaluate and make recommendations for improvement to existing processes and procedures
- Plans, implements, and controls production schedules
- Implements standard operating procedures for production operations and ensures adherence
- Implements and enforces quality control and tracking programs to meet quality objectives
- Prepare and maintain production reports
- Monitor and review the performance of staff and organize necessary interventions for improvement
- Perform other duties as assigned

#### What you will bring to TVO

- You have a college diploma in graphic design, user experience, coding languages (HTML), or a related field/ work experience
  - Minimum 5 years of work experience in digital and interactive production
  - You have a minimum of two years' experience working in Adobe Creative Cloud (Photoshop, InDesign, Illustrator, etc.)
  - Familiarity with layout and arrangement of graphics for online use using HTML and CSS in the Virtual Learning Environment (responsive web design knowledge an asset)
  - Knowledge of principles of inclusivity and legal requirements for accessibility
  - You are able to handle rapidly changing priorities and tight deadlines
  - You have strong communication and collaboration skills
  - Your responsive web design and/or UX experience would be considered an asset
  - Deep understanding of multiple areas of digital content, including games, video, etc., and how to break down and effectively and efficiently create many different types of content
  - Proven track record of building and managing high performing teams
  - Excellent at cross-functional communication and stakeholder management (oral and written)
  - Able to juggle multiple priorities in a fast-paced environment
  - Experience and knowledge of educational media and current digital learning trends
  - Working knowledge of online production processes, digital asset management, and back-end administration
  - Proven self-starter with excellent interpersonal, time management, and organizational skills with the ability to multi-task
  - Motivated, with the ability to work independently and productively in highly collaborative teams
  - Demonstrated flexibility with work assignments, with the ability to work efficiently, establish priorities, and work effectively under pressure to meet tight and shifting timelines
  - Strong problem solving, analytical and client service skills
  - Adept at handling constructive criticism and executing on required changes
  - You live our values: we value bold thinking, we embrace change, we thrive with diverse voices, we honour our commitments, we're better together
- TVO.me & YOU

We are a learning organization. It is at the core of everything we do, and each individual at TVO.me invests deeply in our own learning while elevating each other's knowledge. Whether through peer-to-peer learning, workshops or lunch and learns, who make up a team transforming the digital learning and media landscapes. (benefits, remote work, vacation pay)

At TVO.me, we roll up our sleeves every day, adapting to change, and working cross functionally with great teams and experts in their respective fields. Collaboration is the fuel of our organization and what enables our progress.

We would be thrilled to have you join us. We're a tight-knit community - whether you are a rookie or a seasoned veteran, you will get to meet, work with, and be supported by diverse colleagues at all levels. Maybe you'll even get to meet Polkaroo!

Come build with us.

TVO Media Education Group is funded primarily by the Province of Ontario, and is a registered charity supported by thousands of sponsors and donors. Find and follow us on: YouTube (@TVO), Twitter (@TVO), Facebook (@TVO), and Instagram (@WeAreTVO).

We invite you to submit your application by April 7, 2023 at 5:00 p.m. Not sure you have everything we're asking for, but know you can make a big impact Tell us your story and we will be happy to consider you.

To learn more about us and our culture, please visit us at <https://tvo.me/work-with-us/>.

Accommodations are available on request for candidates taking part in all aspects of the recruitment and selection process (e.g., including alternate formats of materials, accessible meeting rooms). If you are seeking accommodations during the application or interview process, please advise us as soon as possible so that appropriate arrangements can be made by sending your request to [accommodations@tvo.org](mailto:accommodations@tvo.org).

**How to Apply**

Click "Apply Now"