



## Distribution Coordinator

Channel Zero Inc. (CHZ) has a part-time opportunity for a Distribution Coordinator working closely with Ouat Media.

Based in Toronto, Ouat Media specializes in the distribution and worldwide sales of short films, with a particular focus on titles by the industry's rising stars premiering at the world's leading film festivals. To date, Ouat Media has represented 12 Oscar® nominees, including 3 winners. A wholly owned subsidiary of the independent Canadian media group Channel Zero, Ouat Media will be celebrating its 20th anniversary next year.

The Distribution Coordinator position offers a hybrid work arrangement, combining remote work with at least one in-office day each week. The role requires a weekly commitment of up to 20 hours.

### **Essential Duties and Responsibilities:**

- Coordinate all aspects of the content acquisitions process, asset and catalogue management
- Support the sales process including business affairs and assets delivery
- Coordinate all aspects of film royalty reporting
- Manage updates to Ouat Media's website, social media accounts and public listings
- Support marketing initiatives including regular industry newsletters
- Provide administrative support as required
- Other duties as assigned

### **Qualifications:**

- 1-3 years experience in film or broadcast industry
- University degree in film, broadcast or business administration or equivalent
- Strong communication skills
- Highly organized
- Enthusiastic, self-motivated and self-directed professional
- A passion for film and an interest in supporting emerging talent in the industry

**Quoting ref# CHZ-DC-PT-2025-04, please send your résumé with cover letter and rate expectations, in confidence to: [careers@chz.com](mailto:careers@chz.com) (no phone calls please)**

Channel Zero Inc. is a member of the Channel Zero group of companies and along with its subsidiaries, affiliates, and related companies is dedicated to diversity in its workforce. We are committed to attracting, developing and retaining qualified individuals from typically underrepresented groups; candidates may elect to self identify as a member of a designated group. We want to reflect the diversity of the many communities that we serve, and thus provide a safe and equitable opportunity for all. Please note that all qualified candidates are encouraged to apply but applications from Canadians and permanent residents will be given priority. We thank all applicants for their interest; however, only selected candidates will be contacted. No telephone calls or agencies please. **If you require accommodations at this or any stage of the recruitment process, please inform us as soon as possible by sending an email to [careers@chz.com](mailto:careers@chz.com).**

### **About Channel Zero Inc.**

Channel Zero is an independent Canadian media company that owns over-the-air channel CHCH-TV and specialty channels Rewind & Silver Screen Classics. Channel Zero's digital sales agency Junction Digital offers advertisers marketing solutions on our owned and operated websites and social media platforms and beyond, via our trading desk. The film division of Channel Zero features Ouat Media, an Academy Award® winning film sales and distribution company, and Channel Zero Studios, a creative production arm that brings scripted and unscripted projects to life with innovative partnerships. Channel Zero's head office is located in Toronto. For more information, please visit [chz.com](http://chz.com).



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