

Programming Coordinator

Full-Time

Channel Zero Inc. is looking for an organized, enthusiastic, energetic, self-motivated, quick learner who is able to work with minimal supervision to join our dynamic Programming team. The role of the Programming Coordinator is to support the Programming department in the preparation of the programming, acquisitions, and scheduling for all of the Channel Zero services.

Essential Position Duties and Responsibilities:

- Assist and support all programming initiatives for all of the Channel Zero services including: supporting the acquisition processes, collecting deliverable materials, data entry of programming information into various systems
- Responsible for the creation and reconciliation of on-air programming logs
- Assist in all programming reports including regulatory and programming usage
- Assist in tracking compliance for all channels
- Create profiles for each program through research and any available program information
- Assist Audience Relations with programming and scheduling information
- Manage external program guides
- Update network ratings information in coordination with Research team
- Help facilitate delivery of marketing and sales materials
- Assist with VOD scheduling and tracking of rights
- Responsible for simulcast logs as needed
- Assist the department in creating, soliciting and/or developing projects to help build new business opportunities
- Provide support to the Ouat Media team with content acquisition by serving as the main point of contact for unsolicited short film submissions and assisting with targeted acquisitions, including researching and logging solicited short film submissions.
- Occasional weekend on-call duty
- Administrative duties such as expenses, scheduling and any additional support required
- Other duties as assigned

The Ideal Candidate Will Possess:

- Knowledge of Broadview scheduling system or other related television programming software, an asset
- Familiarity with the CRTC rules and regulations
- Expertise in Microsoft Office and Google Workspace
- Experience in film or television scheduling, an asset
- Enthusiasm as a team player yet a self-motivated and a self-directed professional
- Knowledge and passion for film and television
- Demonstrated attention to detail and research abilities
- Excellent organizational skills and able to multi-task and adapt to changing priorities
- Excellent communication and administrative skills
- A diploma in broadcasting or a related field

Quoting ref# CHZ-PC-2025-06-18, please send your résumé with cover letter and salary expectations, in confidence to: 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**



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.



PO Box 6143, Station A
Toronto, ON M5W 1P6
T: 416.492.1595
F: 416.492.9539