



JOB OPPORTUNITY

Date: May 27th, 2010

TIFF, a vibrant not-for-profit arts organization, is accepting
is hiring for the full-time position of:

SENIOR PRODUCTION COORDINATOR, INTERACTIVE SERVICES

This will be an exciting year for TIFF that will be marked by the opening of Bell Lightbox, our new home and the world's premiere centre for film. We are seeking a highly motivated individual who wants to be part of a new era in Toronto's cultural history.

We are looking for a Senior Production Coordinator to administer the production and execution of our digital collateral and be an integral part of our dynamic Interactive Services team.

Our work environment demands a commitment to quality, ability to meet tight deadlines, and a willingness to work in an open-concept, team-oriented atmosphere. This position reports to the Senior Manager of Interactive Services.

Successful candidates must possess excellent communication skills, have the ability to manage projects, ensure project deliverables are met, manage resources, document and monitor project execution.

Responsibilities:

The main responsibility for the Senior Coordinator is to manage deadlines established from production requests. This requires managing resources to ensure deliverables are completed and approved on time.

This individual also provides detailed written documentation, monitoring and reporting of all project timelines and deliverables. This requires extensive communication with internal staff, including our Marketing and Programming teams as main stakeholders. Specific responsibilities include, but are not limited to:

- Developing timelines based on production requests assigned by stakeholders
- Ensure delivery of collateral material determined by various projects
- Coordinate delivery schedule with internal stakeholders (i.e. Marketing)
- Provide accurate scope for project deliverables
- Troubleshoot execution process, focusing on communication with internal partners (i.e. Creative Services)
- Work closely with Content Coordinator to ensure website content is provided on-time and is of high quality; representative of our master brand and its position in the marketplace.
- Facilitate change management for all web properties.
- Communicate timeline status and resource use for all projects to Senior Manager



- Facilitate department sign-off of collateral as required.
- Submit proofs for external departmental approval

Start Date: JUNE 2010

Minimum Requirements:

- 2+ years of project and/or client management or relevant experience in project based production for marketing initiative.
- Post-secondary education in Communication, Management or related field – degree or diploma
- Advanced skills in project management software
- Excellent verbal and written communication skills
- Ability to manage people and work collaboratively
- Demonstrated organization and time management in a fast paced environment
- Adaptable to a flexible work schedule including some evenings and weekends

Please submit cover letter, resumé and the names and phone numbers of 3 references by 5pm on **JUNE 16, 2010 EMAIL ONLY** to the attention of Hiring Committee: **SENIOR PRODUCTION COORDINATOR**

Email: humanresources@tiff.net ***Please note the position in the subject line***

Please note in your cover letter where you saw this job posting.

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. No telephone inquiries please. All applications are considered confidential.

TIFF is an equal opportunity employer.

TIFF is a charitable, not-for-profit cultural organization whose mission is to transform the way people see the world. Its vision is to lead the world in creative and cultural discovery through the moving image.

TIFF gratefully acknowledges the Ontario Trillium Foundation, an agency of the Government of Ontario, for its support of organization-wide human resource initiatives.