



The Calgary Public Library represents unlimited possibilities and inspires people of all ages to wonder, seek, discover, and share. Calgary's 21 libraries are community hubs that ignite learning, discussion, innovation, and action and our patrons are curious, creative, and resilient. This is accomplished through the Library's commitment to empowering community by connecting you to ideas and experiences, inspiration and insight.

To achieve our vision of Potentials Realized, Calgary Public Library is seeking leaders with ideas, energy, passion and commitment who can help us make a difference in the lives of Calgarians and take public library services to a new level of excellence.

The Calgary Public Library acknowledges the traditional territories and oral practices of the Blackfoot people, the Nakota people of the Iyârhe Nakoda Nation, the Beaver people of the Tsuut'ina Nation, and the peoples of the Métis Nation of Alberta, Region Three.

Media Production Lead **(12 Month Full Time Term)**

In response to current virtual programming needs, a new Media Production Team has been created at Calgary Public Library. Reporting to the Director, Communications, the Media Production Lead develops and manages live stream, recorded video and audio production projects to attract new audiences and promote the Library's mission and vision. This position provides day-to-day supervision to team members, vendors and suppliers.

Key components in this role include, managing project requests, researching, planning, resourcing, implementing, and evaluating a wide range of production tools and equipment, industry standards, rights and permissions. The successful candidate will have:

- strong knowledge and experience in managing large scale multimedia production projects.
- demonstrated ability to work collaboratively with internal and external stakeholders.
- excellent customer service, interpersonal and relationship building skills
- a recognized track record of applying creative and innovative solutions.

Key Responsibilities

- Interacts with Content and Production clients to develop and execute internally and externally focused live stream, recorded video and audio production projects. Work includes scoping out projects, developing plans and timelines, managing project budgets, creating and overseeing the creation of products, ensuring effective client/department communication, and evaluating results.
- Supports inter-departmental online programming needs in relation to recorded and live-stream content to ensure brand compliance and support quality user experience.
- Ensures all original Library video and audio content delivers an exceptional user experience and maintains the integrity of the Library voice, tone, and brand standard.
- Co-ordinates and directs the work of external suppliers and consultants on a project basis.
- Initiates and maintains communication with client department representatives, and project leaders.
- Produces a wide variety of multimedia assets in support of Library priorities, goals, and activities.
- Effective recruitment, training, supervision and development of direct reports including performance and attendance management.



- Ensures that all Library content and assets are on brand and champions the Library brand with internal clients.
- Contribution to and leadership of system initiatives and projects, as required.

Qualifications

- Bachelor level University degree in Marketing, Communications or Broadcast Journalism or in another directly related field.
- A minimum of five (5) years' directly related recent full-time experience including managing large scale multimedia production projects.
- A minimum of three (3) years' supervisory experience.
- Specialized knowledge of best practices in current and emerging trends in video and audio production, content marketing, rights and permissions, live streaming.
- Strong project management skills including negotiation of deadlines.
- Excellent customer service, interpersonal, and relationship-building skills with a variety of groups.
- Superior communication (verbal and written), problem-solving, and decision-making skills.
- Ability to lead and manage change in a dynamic work environment.
- Ability to multi-task and prioritize work.

Occasional evening and weekend work will be required. This position will have a schedule that includes both remote work and onsite responsibilities.

Benefits

- Competitive salary
- Employee Family Assistance Program (EFAP)
- The opportunity to contribute to an award-winning library system, grow professionally and make a positive difference in the lives of Calgarians

How to apply:

If **Media Production Lead** sounds like the next chapter in your career story, take this opportunity to make a real contribution to one of North America's leading public library systems. Please send a cover letter and resume to:

work@calgarylibrary.ca

Be sure to quote competition number **"#799 – Media Production Lead"** in the subject line of your e-mail.

The closing date for this competition is midnight on February 28, 2021.

We thank all who apply but only those selected for an interview will be contacted.

The Library values diversity and inclusion and welcomes diverse expertise and talent to support an innovative and collaborative work environment. We are committed to a respectful and inclusive workplace and welcome applications from all qualified candidates, including women, Indigenous people, persons with disabilities and



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members of visible minorities. We are happy to provide reasonable accommodations throughout the selection process, please contact us at work@calgarylibrary.ca.

Any personal information submitted will be managed in accordance with the Freedom of Information and Protection of Privacy Act and will be used only to determine eligibility for employment. Canadian citizens and permanent residents of Canada will be given priority. Applicants must be legally eligible to work in Canada.