

Independent Production Liaison

The Opportunity

Knowledge Network, British Columbia's Public Broadcaster is seeking an experienced and passionate full-time **Independent Production Liaison** to coordinate and support business affairs activities and new proposal submissions within our independent production team. We work with independent producers from across BC (new commissions) and throughout Canada (second window pre-licences) and are looking for someone with a strong business affairs skillset, interest in and passion for public educational broadcasting and social issue documentaries to join our dynamic and committed team.

You will be a key link between Knowledge Network and the independent production community. You will foster collaboration with funding agencies, other broadcasters as well as working closely with other departments within Knowledge Network to ensure the timely and coordinated flow of information.

Who We Are:

British Columbia's Knowledge Network is an independent provincial public educational broadcaster that operates a free and commercial-free television channel in B.C. and streaming services across Canada.

Our office is located in Burnaby on the traditional, ancestral and unceded lands of the x^wməθk^wəyəm (Musqueam), Sḵwəxwú7mesh (Squamish), and səlilwətał (Tsleil-Waututh) Peoples. We honour and respect the people and the land we are part of.

Funded by an annual operating grant from the provincial government and donations from loyal viewers, Knowledge Network offers a diverse range of content including commercial-free documentaries, arts and culture, drama and children's programs. The programming we broadcast on Knowledge informs, enlightens and connects British Columbians to each other and the world.

What You will be Doing:

- Coordinate select business affairs activities for Knowledge Network commissions and pre-license programs.
 - Make internal recommendations on the terms and conditions for agreements.
 - Prepare, review, and coordinate documentation required by Knowledge's Business Affairs Department to issue development agreements and letter offers for commissions and pre-license programs.
 - Initiate some required amendments to contracts.
 - Provide regular updates and check-ins to internal stakeholders to ensure the timely and coordinated flow of information.

- Stay abreast of all funding programs and identify potential opportunities that could help independent producers close their financing on Knowledge commissions and pre-license projects.
 - Interpret guidelines from various funding sources, such as the CMF, TELUS Fund, Bell Fund, Creative BC, Rogers Funds, to ensure potential projects adhere to all the requirements.
 - Develop and maintain relationships with counterparts at key funding organizations and partner broadcasters in order to keep abreast of any changes to funding or pre-licensing guidelines and practices.
 - Analyse data provided by the CMF and determine any inconsistencies or discrepancies that could potentially impact future funding envelopes.

- Coordinate the internal proposal submission process.
 - Provide first-line response to enquiries from independent producers on working with Knowledge.
 - Input, track, and maintain databases and Excel spreadsheets for proposal submissions and pre-license projects.
 - Provide a preliminary assessment to the internal Independent Production team regarding the viability and fit of potential projects and coordinate the schedule for internal proposal review meetings.
 - Follow up with independent producers on the status of their submission in a timely manner.

- Attend and participate in local industry events to build and strengthen relationships with the independent production community.

What You Bring to the Team:

Experience & Knowledge:

- Minimum of 5 years working in the production, broadcast or media sectors with a focus on business affairs coordination.
- Clear understanding of the Canadian funding ecosystem and the ability to identify potential funding opportunities for Knowledge commissions and pre-license programs.
- Familiarity with BC's independent documentary production community.
- Excellent understanding of issues of cultural equity and the barriers faced by Indigenous and racialized creators and producers working in the screen sector.
- Commitment to the principles of equity, diversity, and inclusion.

Skills & Abilities:

- A highly detail-oriented, organized, self-sufficient, resourceful, and proactive approach.
- Outstanding listening, written and oral communications skills.
- Excellent interpersonal and cross-cultural skills
- Ability to think critically, set priorities, collaborate, multi-task, problem solve and meet deadlines.
- Adaptable to working in both a team environment and independently.
- Proficient with Microsoft Office, particularly Excel and experience working with databases.

What We Bring:

At Knowledge Network, we are a stable, trusted and inclusive employer who believes employees are our number one asset. As such, we offer competitive benefits including:

- A Competitive Salary - \$69,948 - \$81,831 annually
- Work-Life Balance – hybrid work options, standard work hours (8 hrs/day, Mon-Fri) with flexible work schedules
- A Defined Benefit Pension Plan – Municipal Pension Plan with employer contributions
- Generous Vacation Entitlement - starting at 4 weeks along with 13 annual statutory holidays.
- 100% Employer-paid dental, extended health, vision care for you and your family
- Wellness supports, including an Employee and Family Assistance Program, lunch and learn seminars, free flu shots and mental health resources.

- Training and Professional Development funds to support your continuous learning and development.

Knowledge Network is committed to employment equity and building a skilled, diverse workforce that reflects the communities in which we serve. We welcome applications from all qualified individuals and encourage candidates to voluntarily indicate in their cover letter if they are a member of a First Nations group, Inuk or Métis; a racialized person; a person with a disability; a woman; or LGBTQ2S+.

Knowledge Network is committed to developing inclusive, barrier-free selection processes and work environments. If you require accommodations at any point during the application and hiring process, including but not limited to, mental health, physical disability, religious practices or medical conditions, please let us know by contacting hr@knowledge.ca.

If you are passionate about this opportunity and want to contribute your experience and expertise, please submit a cover letter and resume to hr@knowledge.ca, by Monday June 12. If you're excited about the role and feel you could be a great addition to our team, but your past experience or skill set doesn't align perfectly with the job description, we'd still love to receive your application. You may just be the right candidate for this or other roles.

We thank all applicants for their interest; only those selected for an interview will be contacted. This position is only open to those legally entitled to work in Canada and with the ability to commute to our office in Burnaby.