

Programming and Acquisitions Associate

The Opportunity

British Columbia's Knowledge Network is seeking an experienced, passionate and highly organized Programming & Acquisitions Associate to screen and evaluate unscripted content for potential acquisition on our broadcast schedule and streaming service.

Our "primetime" (6PM - 6AM) broadcast schedule and K: streaming service focus on serving adult viewers (40+) in British Columbia with curious minds. We program within four main genres: premium international drama; factual series (travel, nature, history, science, environment, art, culture); POV documentaries and performing arts programs.

Your core role will be to screen and evaluate premium Canadian and global factual series (travel, nature, history, science, environment, art, culture) and POV documentaries for their fit with Knowledge Network's programming objectives and target audience. You will be the liaison for the acquisition of POV documentaries from BC and Canadian independent producers. You will develop playlists for our K: streaming service. You will lead on the preparation of key programming documents, manage our internal screening library and serve as an internal go-to resource for other staff members seeking information about specific titles.

Reporting to the Senior Manager, Primetime Programming & Acquisitions, you'll work closely with a small cross-departmental programming team. A passion for public broadcasting and a belief in the value of Knowledge Network is woven into the fabric of our organization and our people, your work will touch every aspect of our business and make a difference in the lives of British Columbians.

Who We Are:

Knowledge Network is British Columbia's provincial public broadcaster, operating a free and commercial-free television channel in B.C. and streaming services across Canada. The Knowledge brand is unique - we are not selling a product but providing a service rooted in the values of curiosity, commitment, inclusivity and accountability.

Funded by an annual operating grant from the provincial government and donations from loyal viewers, Knowledge Network offers curated programming from all over the world and award-winning Knowledge Originals from BC filmmakers. We provide British Columbians with trusted free and commercial-free content that enriches minds, fosters understanding and contributes to a connected and more informed society.

We respectfully acknowledge the xʷməθkʷəyʻəm (Musqueam), Skwxwú7mesh (Squamish), and səliłwətaɫ (Tsleil-Waututh) Peoples on whose unceded traditional territories our Burnaby office is located.

What You will be Doing:

Documentary & Factual Acquisitions

- Screen and evaluate unscripted (factual and documentary) titles shortlisted by the Senior Manager and provide recommendations on which titles match Knowledge Network's programming objectives and parameters, will resonate with target audiences and meet scheduling/inventory needs.
- Write detailed but focused screening reports for the Senior Manager that capture the salient features of the program that make it a potential fit (or not) for Knowledge as well as details about subject, approach, perspective, tone, key creative team, hosts, participants etc. that may be relevant to flag for promotions, marketing, communications or audience relations.
- Make recommendations on AGVOT ratings, appropriate viewer disclaimers and timeslot.
- Make recommendations on metadata and once approved, tag content in accordance with Knowledge Network guidelines and controlled vocabulary list

BC & Canadian Independent Productions

- Receive, track and evaluate acquisition pitches from independent documentary producers in BC and across Canada.
- Respond to inquiries from producers, review submitted materials and provide the Senior Manager with an assessment of individual titles and their fit for Knowledge, our core audience, and our current scheduling/inventory needs.
- Initiate the internal process to acquire BC/Canadian independent documentaries.
- As appropriate, attend local festivals and documentary events (such as DOXA, VAFF, iSAFF, EXNW and VIFF)

Coordination of Seasonal Preview Activities

- Coordinate Knowledge's seasonal preview meetings (fall, winter, spring, summer)
 - Choose highlight clips and work closely with the Executive Assistant to prepare the visual presentation
 - In collaboration with the Senior Manager, identify key information and prepare speaking notes for the meeting

- Prepare seasonal overview documents and grids and liaise with assigned proof-readers to confirm accuracy
- Alongside the Senior Manager, present the new season overview to staff
- Approve on-air promos for acquired unscripted content to ensure they accurately reflect the program and programming slot.
- Prepare and proof program listings for K: Magazine (a program guide distributed to Knowledge donors six times a year)

K: Streaming

- Under the direction of the Senior Manager and with input from the Marketing Lead, develop playlists for the Knowledge Prime streaming service
- Analyze audience performance of playlists and incorporate learnings into future playlist strategy and recommendations

Other Related Duties

- Manage screener inventory and library
- Manage preview records for potential acquisitions and update Broadview database with screening reports.
- Create all scheduling grids and other programming templates
- Screen, code and tag Knowledge Original documentaries as per Knowledge's guidelines and controlled vocabulary list
- Schedule meetings for Senior Manager during markets and festivals
- Other duties as required

What You Bring to the Team:

Experience & Knowledge:

- Five years of relevant experience in television or festival programming, content acquisition, or a related role in a broadcast or streaming/non-linear/digital content environment.
- Excellent familiarity with and passion for documentaries and unscripted content focused on society, culture, history, environment, arts, nature, travel and adventure.
- Curiosity about and broad general knowledge of issues and trends in contemporary society.
- Strongly attuned to what resonates with target audiences.

- Excellent knowledge of contemporary BC, Canadian, and Indigenous documentary cinema.
- Ability to analyze project fit based on both individual criteria and within the larger scope of overall programming objectives and inventory.
- Proficient with Microsoft Office, particularly Excel and experience working with databases.
- Commitment to the principles of equity, diversity, and inclusion.

Skills & Abilities:

- Excellent curatorial sensibility, ability to analyse perspective, and assess fit based on a determinate set of criteria.
- Strong critical thinking skills, keen sense of judgement, rigor and attention to detail.
- Strong cross-cultural awareness and competencies.
- Superior writing skills.
- Highly organized, detail-orientated, self-sufficient, proactive and resourceful.
- Ability to work collaboratively with colleagues across several departments and levels.
- Ability to prioritize and respect deadlines.
- Ability to build and maintain strong relationships with the local documentary production community.
- Strong presentation skills.
- Strong interpersonal skills, maintaining courtesy, empathy and professionalism throughout all internal and external communications
- Able to precisely manage a large volume of complex and detailed information in a highly process-oriented environment.
- A genuine passion for public broadcasting and the content that inspires our audiences.

What We Bring:

Knowledge Network is a stable, trusted and inclusive employer. We believe employees are our number one asset. We offer competitive benefits including:

- A Competitive Salary - \$70,499 – \$82,477. *This Compensation Range is the span between the minimum and maximum base salary for a position. The midpoint of the range is approximately halfway between the minimum and the maximum and represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired between the minimum and midpoint of the salary range for a job.*
- A Defined Benefit Pension Plan – Municipal Pension Plan with employer contributions.

Put your **KNOWLEDGE** to work.

- Generous Vacation Entitlement - starting at 4 weeks along with 13 annual statutory holidays.
- 100% Employer-paid dental, extended health, vision care premiums for you and your family
- Work-Life Balance – hybrid work option with flexible work schedules available (within 40 hour work week).
- Wellness supports, including an Employee and Family Assistance Program, lunch and learn seminars, 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 June 6, 2025. 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.