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*Created by the Government of Canada in 1997, the Canada Foundation for Innovation (CFI) strives to build our nation's capacity to undertake world-class research and technology development to benefit Canadians. Thanks to CFI investment in state-of-the-art facilities and equipment, universities, colleges, research hospitals and non-profit research institutions are attracting and retaining the world's top talent, training the next generation of researchers, supporting private-sector innovation and creating high-quality jobs that strengthen Canada's position in today's knowledge economy.*

## **Summer Student: Digital Production Assistant, Communications**

The CFI has an immediate need for a Digital Production Assistant to work with the External Relations and Communications team. This position will assist in the production and editing of video, audio and written communications products for the CFI's social media networks and online communities.

### **Key activities**

- Help coordinate audio and video recording at events, institutional visits and on-site, as needed
- Assist in the production, editing and uploading of content for the CFI YouTube and podcast channels (includes research, transcription, script writing, fact checking, isolating video and audio clips, collecting b-roll, interviewing, recording voiceover, etc.)
- Assist with the dissemination of video and audio by preparing files for posting on innovation.ca, writing headlines, video and podcast summaries and coordinating translation requirements
- Help maintain organized archive of video and audio files – raw footage and final products
- Work with Senior Writer/Editor, Communications Officer, Multimedia and Director of Communications to ensure consistency and quality of final video/audio products
- Work with the editorial team to develop storylines for video and audio for innovation.ca
- Assist in monitoring and reporting on social media networks, including YouTube, Soundcloud, Blubrry, Facebook and Twitter
- Contribute to various ERC communications products, as required
- Provide additional support to the ERC team, as required

### **Skills and knowledge**

The incumbent must be a university or college student enrolled in a journalism, communications or equivalent program and have:

- Technical proficiency in Adobe Creative Suite, including Premiere Pro, After Effects, Photoshop and Illustrator
- Experience editing video for the web
- Experience editing audio for podcasts is an asset
- Superior communications skills—written and spoken—in both official languages
- Proficiency with social media
- Sound judgement, and the ability to multi-task and prioritize activity
- Resourcefulness and ability to learn quickly

## Summer Student, Digital Production Assistant, communications

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- Attention to detail and high standard for quality control
- A flexible outlook and approach
- Desire to work in a small but dynamic team

Note: This position is full time from May to August 2017, at the CFI office in Ottawa.

Salary will be commensurate with qualifications and experience.

We will review applications as soon as they are received.

**Please send your cv and a covering letter no later than Friday, April 7 2017 to:**

Eric Desjardins  
Manager, Human Resources  
Canada Foundation for Innovation, 230 Queen Street, Suite 450  
Ottawa ON K1P 5E4  
Fax: (613) 943-0923  
[hr@innovation.ca](mailto:hr@innovation.ca)

We would like to thank all candidates who apply. Please note that only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official language and employment equality principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our [website](http://innovation.ca) at [innovation.ca](http://innovation.ca) for more information about the CFI.