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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.

Communications Officer, Multimedia

Reporting to the Manager, Creative Services, the bilingual Communications Officer is primarily responsible for the CFI's audio and video content, along with writing and editing in support of corporate activities. This includes all steps involved in creating high-quality audio and video, from developing storylines, interviewing and writing scripts to creating compelling content and promotional material to be posted on Innovation.ca and various multimedia platforms. The Communications Officer will also help perform other communications functions, such as researching and drafting stories.

Key Activities

Multimedia production

- Work with colleagues to develop creative multimedia products for Innovation.ca, the CFI's Research Facilities Navigator and to support social media initiatives
- Research and write original scripts, record original footage and sound, interview researchers and others, edit and complete all post-production work in order to produce high-quality videos – including animated videos – and podcasts that support communications' objectives.
- Maintain the CFI's video and podcasting channels, and work with colleagues to increase subscribers.
- Maintain organized archive of video and audio files, along with associated assets, such as raw footage, music, stock imagery, branded elements, waivers and final products.
- Assist with the dissemination of multimedia content in both official languages by preparing files for posting on Innovation.ca and various multimedia and social media platforms, including writing headlines and captions.
- Work collaboratively with the Senior Graphic Designer to coordinate and manage all photography assets, including stock images and CFI-produced images.
- Create and maintain accessibility guidelines for CFI multimedia products, ensuring they meet all online requirements.
- Advise on the production guidelines for video and audio for Innovation.ca and the Navigator.
- Fact check all content with relevant sources
- Coordinate audio and video recording, and photography, at various CFI events and institutional visits, as needed.

Communications

- Work with ERC colleagues to ensure consistency and quality of all final content for Innovation.ca, the Navigator and various social media platforms.
- Prepare graphics and photo elements for web and social media posting.
- Research, develop, draft, edit, fact check and proof various ERC communications content.
- Act as backup for web and social media posting.

Communications Officer, Multimedia

Skills and knowledge

The incumbent shall have:

- University or college degree in communications, journalism, media or equivalent
- 3-5 years of experience creating and editing videos and podcasts.
- Technical proficiency in multimedia production and other software, such as Adobe Creative Suite (including Photoshop, Illustrator, Premiere Pro, After Effects and Audition).
- Excellent working knowledge of multimedia and social media platforms, in particular YouTube, SoundCloud and Twitter.
- Superior interviewing skills.
- Proficient photo editing skills.
- Animation, motion graphic and design skills are preferred.
- Ability to develop clear, accessible storylines from complex topics.
- Understanding of the CFI mandate, as well as knowledge of Canada's research environment.
- Resourcefulness and ability to learn quickly.
- Attention to detail and high standard of quality in all activities.
- Superior communications and interpersonal skills — written and spoken — in both official languages.
- Sound judgement and the ability to multitask and prioritize activity.
- Experience with Canon C100 video camera is preferred.
- Flexible outlook and approach.
- Ability to work independently with a small and dynamic creative communications team.

Physical demands

- The position is full time.
- This is a headquarters-based function with some travel.

Salary

Salary will be commensurate with qualifications and experience.

Please send your CV and a covering letter by end of day on Wednesday, December 18, 2019 to:

Eric Desjardins
Manager, Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
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 equity principles, and respects Ontario's Accessibility Standard for Customer Service policy.

Visit our website, Innovation.ca for more information about the CFI.