

**POSITION TITLE:** Manager, Scheduling and Traffic

**ORGANIZATION:** NITV / Uvagut TV

**REPORTS TO:** Director, Programming, Production, and Acquisitions

## **WHO WE ARE**

Nunavut Independent Television (NITV) is a nonprofit media organization and owner of Uvagut TV—Canada's first national Inuktitut television channel. Broadcasting Inuktitut-language content from documentaries to children's programming, Uvagut TV now reaches 10 million subscribers across Canada thanks to its new mandatory distribution status from the CRTC.

## **THE OPPORTUNITY**

We are hiring a **Manager, Scheduling and Traffic** to oversee daily broadcast scheduling and traffic operations. This key role supports a growing channel with cultural and regulatory responsibilities, including preparing 13-week program cycles that reflect audience interest and CRTC compliance.

## **RESPONSIBILITIES**

- Work closely with the Director, Programming, Production, and Acquisitions
- Manage scheduling and traffic operations, and supervise the Coordinator, Scheduling and Contracts
- Track content and ensure timely submission of broadcast logs to the CRTC
- Provide program-related data, reports, and insights
- Support a collaborative, fast-paced team and contribute to the cultural mission of Uvagut TV

## **WHAT YOU BRING**

- Broadcast scheduling/traffic experience and strong organizational skills
- Knowledge of broadcast systems and infrastructure
- Fluency in spoken and written Inuktitut and deep familiarity with Inuit culture
- Strong interpersonal skills, adaptability, and comfort working in a remote or cross-regional team
- Experience with Indigenous communities or non-profit/media environments is an asset
- Awareness of Indigenous history, media, and reconciliation efforts
- A commitment to continuous learning and creative problem-solving

## **TERMS OF EMPLOYMENT**

- Full-time (40 hours/week), Monday to Friday
- Based in Montreal or Iqaluit (preferred), with travel required to staff meetings or events
- Salary: \$80,000–\$100,000 plus benefits and 3 weeks' vacation
- Includes 3-month probation and 6-month performance review
- Permanent position (subject to CRTC license renewal in 2030)

## **HOW TO APPLY**

Please send your resume to Tory McNally at **tory@legacybowes.com**. We encourage applications from candidates with diverse experiences—even if you

don't meet every qualification listed. If this role speaks to your passion and skills, we want to hear from you.