



**Position:** TV Scheduling Coordinator

**Location:** TBD

**Hours:** 25 - 35hrs per week depending on availability

**Compensation:** \$25 / hr

***\*\*Priority to Inuit, Nunavut residents, and Indigenous candidates\*\****

Uvagut TV is looking for a full-time Scheduling Coordinator to work on the daily scheduling and programming activities for its 24/7 Inuktitut television channel. Scheduling Coordinator would work closely with Uvagut TV's Scheduling Manager, as well as IsumaTV Technical Director.

## **CORE RESPONSABILITIES**

Under the supervision of Uvagut TV's Scheduling Manager, the Scheduling Coordinator's core responsibilities are:

- Inputting daily program playlists on the Isuma.tv platform in accordance with the current 13-week program cycle;
- Entering program metadata (descriptive information; CRTC program category; production company name; genre; etc) as required;
- Uploading new content from program providers to the Isuma.tv platform as required;
- Supporting the Scheduling Manager in the planning and preparation of new 13-week program cycles;
- Supporting the Scheduling Manager in refining/improving the programming process;

## Skills and experience

- 2 -3 years' experience in an administrative or coordinator position
- Educational background or previous work experience in the cultural sector is an asset
- Solid computer and data-entry skills: adept at using google drive; Excel, google sheets and learning new applications
- Organized and high-level of attention to detail and deadlines
- Strong communications and interpersonal skills
- Basic editing skills are an asset
- Knowledge of Inuit culture and awareness of regional differences and sensibilities

- Spoken and written Inuktitut would be a strong asset

#### Personal Profile

- Self-motivated and proactive
- Able to work both independently and collaboratively
- Creative thinker
- Interest in contributing to strengthening of Inuktitut and Inuit culture through broadcast television

#### **ABOUT UVAGUT TV**

Uvagut TV is Canada's first 24/7 Inuktitut television channel available to over 600,000 cable and satellite subscribers across Inuit Nunangat and throughout Canada. Viewers around the world can stream the service online 24/7 at [www.uvagut.tv](http://www.uvagut.tv)

Uvagut TV's mandate is to use broadcast television to serve Inuit audiences in Inuktitut thereby supporting Inuktitut language revitalization, cultural pride & education and civic inclusion.

Uvagut TV is owned and operated by Nunavut Independent Television Network (NITV), an Inuit owned non-profit founded in 1991 in Igloolik as a media arts centre. NITV is dedicated to the enhancement and preservation of Inuktitut and Inuit culture through the creation and exhibition of Inuit video art, linking Nunavut communities through Internet television channels, local access internet-TV, media training and digital literacy initiatives, the production and distribution of Inuktitut video and film — and now broadcast television.

**Please email CV and additional materials and/or cover letter to [jennifer@uvagut.tv](mailto:jennifer@uvagut.tv) or [info@uvagut.tv](mailto:info@uvagut.tv) . Applicants selected on a first come, first serve basis.**