



Centre Canadien d'Architecture / Canadian Centre for Architecture

Job posting

Job identification

Job title:	Production Manager, Digital Content
Division:	Digital and Outreach
Service:	Digital and Outreach
Immediate superior:	Associate Director, Digital and Outreach
Status:	Permanent full time (35h/week)
Posting period:	22 April to 13 May 2022
Job entry:	As soon as possible

About the CCA

Strengthened by its extensive Collection (archives, prints & drawings, photography and new media, library holdings) and based on its exhibitions, programs, and research opportunities, the Canadian Centre for Architecture (CCA) is a leading voice in advancing knowledge, promoting public understanding, and widening the debate on architecture and its history, theory, practice, and role in society today.

The Digital and Outreach Division plays a central role in advancing the institution's digital culture, understood in the broadest sense. This includes both the use of digital tools and media to communicate the CCA's voice and engage audiences with content and resources, as well as the production of new digital work as a medium for content. It also includes work on defining the character of the CCA brand, both digital and analogue.

Job Summary

Digital content produced by the CCA suggests new perspectives for architectural debate and serves as catalysts for original inquiry. Through an innovative approach to broadcast and conversation, digital content is one of the tools used to reach a global niche interested in the architecture discourse at large.

The responsibilities of this job include the management of the production and dissemination of high-quality consistent digital content that extends the CCA "voice" in engaging formats, including audio and video/film, and for a variety of audiences. The incumbent not only has a thorough understanding of all aspects of production, but also an appetite for understanding projects strategically, conceptually and editorially. She/he is expected to be an influential voice for best practices related to digital content production with the innate ability to translate creative ideas into realistic projects, and inspire, build momentum and work collaboratively, across divisions.



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Key responsibilities

Production management

- Conceptually understands and integrates both the technical and curatorial considerations of a production at all phases of its development, from ideation to dissemination
- Plans and coordinates the CCA yearly digital content production calendar, in collaboration with the Digital and Outreach team and other divisions.
- Manages all components of project development, from pre-production, production, and post-production, including budget, timeline and scope requirements, in conjunction with other staff members and consultants as needed
- Coordinates day-to-day logistical aspects, including rough and detailed schedules, resources and services recruitment, locations scouting, and equipment rental, and any related documents
- Periodically evaluates new tools and workflow options to support digital content production and management, and cultivates methods to increase internal creation capabilities and encourage experimentation

Digital content strategy

- Develops intimate knowledge of CCA's current lines of investigation, as well as target audiences, tone and positioning, and works closely with the curatorial team to generate ideas
- Assists the Associate Director, Digital and Outreach and Brand Manager, Digital Content in developing the strategic vision and overall planning for digital content production at the CCA
- In collaboration with the Associate Director, Digital and Outreach and the Head, Digital Media, contribute qualitative and quantitative standards to meet both curatorial expectations and industry best practices

Distribution and promotion

- Builds distribution strategies in collaboration with Associate Director, Digital and Outreach and Brand Manager, Digital Content
- Works cross-institutionally to develop project-based distribution plans, in alignment with CCA's overarching digital content strategy and institutional priorities
- Liaises with the Brand Manager, Digital Content to produce projects-related design elements and promotional material when required
- Builds strategic partnerships with collaborators, agencies, and institutions to share best practices and increase overall influence

Administrative management

- Contributes to developing and updating contractual and administrative documents for digital productions, in conjunction with the Head, Digital Media, and the Administrative Coordinator, Digital and Outreach
- Develops and maintains a network of freelance directors, cinematographers, videographers, photographers, editors, post-production companies, translators, transcribers, and other talents
- Working with the Administrative Coordinator, Digital and Outreach, produces and maintains a series of tools and documentation related to digital activities, including agreement and budget templates, guidelines and policies, workflows, and reports



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- Defines key performance indicators and tracks metrics for Digital Content projects to measure and demonstrate project success and areas for improvement

Required Qualifications

- Education: Bachelor's degree in communications, journalism, or film, television or new media or a related discipline
- Number of years of relevant work experience: 5 to 7 years of experience, ideally working for an institution such as a museum, cultural field or a similar environment
- Excellent knowledge of spoken and written French and English
- Knowledge of another language is an asset
- Thorough understanding of all aspects of production, including operations and logistics, from pre-production to post-production, with an understanding of editorial and technical considerations
- Knowledge of the video/film and podcast industries, particularly in the architectural, art and journalistic sectors
- Ability to understand service agreements and distribution contracts
- Excellent communication, time management, diplomacy, problem-solving and organizational awareness skills
- Very good knowledge of MS Office and project management tools
- Thoroughness and attention to detail
- Proven capacity to work collaboratively
- Good stress management, planning and deadline management
- Flexibility to work in a multicultural international environment

Please submit your application (resume and cover letter, in English or French) by email to rh@cca.qc.ca to the attention of People and Culture division of Canadian Centre for Architecture, 1920 rue Baile, Montreal (Quebec) H3H 2S6. **The application deadline is 13 May 2022.** Only successful applicants will be contacted. Please do not call.

The CCA has an employment equity policy and encourages diversity. The CCA invites anyone having the qualifications listed in the job posting to apply.

For all CCA existing job opportunities, visit our [website](#).