

CMG

JOB DESCRIPTIONS

Instructions:

From the job titles list below, you can click on a specific job title and it will automatically take you there.

June 21, 2007

Job titles

Account Manager
Administrative Specialist
Administrative Support – Level I
Administrative Support – Level II
Advertising and Layout Artist
Announcer
Announcer Operator
Applications Support Analyst
Applications Support Specialist
Art Director
Assistant Layout Artist
Assistant Program Editor
Assistant Scenic Artist
Associate Art Director
Associate Director
Associate Producer
Associate Producer / Technician
Associate Promo Producer
Broadcast Technician
Broadcast Technologist
CAD Operator
Closed Captioner
Closed Captioner (live)
Colourist
Communications Assistant
Communications Officer
Compositor
Consulting Technologist
Coordinating Associate Director
Costume Cutter
Design Coordinator
Designer
Desktop Support Analyst
Desktop Support Specialist
Dialogue and Effects Editor
Director
Dolly Operator
Editor
Editorial Assistant
Fabric Specialist
Field Sound Technician
Fly Systems Operator
Generalist – Clerical
Host
Library Assistant
Library Coordinator
Lighting Director
Makeup Artist/Hairdresser
Marketing and Sales Coordinator
Mechanical Rigger
Media Librarian
Mobile Engineer-In-Charge
Mobile Transmission Technician
Motion Capture Specialist
National Account Manager
National Reporter
Network Control Centre Technician

Network Presentation Coordinator
News Editor/Presenter (Radio)
Newsworld Production Coordinator
Operations Analyst
Presentation Technician
Producer
Producer (National Line-up or Assignment)
Producer / Recording Engineer
Production Audio Mixer
Production Camera
Production Designer
Production Editor
Production Switcher
Program Assistant – Radio
Program Assistant – Television
Programmer / Analyst
Promo Producer / Director
Props and Costumes Storeskeeper
Provincial / Municipal Affairs Reporter
Radio & TV Assistant
Radio Recording Engineer
Regional Computer Support Representative
Remote Area Transmitter Systems Technologist
Remote Area Transmitter Technologist
Reporter / Editor
Research Analyst
Researcher
Resource Specialist
Scenic Artist
Scenic Carpenter
Scenic Constructor
Senior Broadcast Technologist
Senior Character Generator
Senior Communications Officer
Senior Designer
Senior Host
Senior Lighting Director
Senior Media Librarian
Senior Production Audio Mixer
Senior Production Switcher
Senior Radio & TV Assistant
Senior Remote Area Transmitter Technologist
Senior Researcher
Senior Service Centre Analyst
Senior TV Post Production Audio Engineer
Senior Videographer
Senior Writer
Service Centre Analyst
Set Decorator
Sound Effects Specialist
Sound Reinforcement Mixer
Special Effects Technician
Specialist – Contract Administration
Specialist – Finance and Administration
Specialist - Marketing and Sales
Specialist – Pension and Benefit Administration
Specialist – Pension Fund Investment Administration
Staging Rigger

Supervising Make-up Artist/Hairdresser
Supervising Mechanical Rigger
Supervising Remote Area Transmitter Technologist
Supervising Production Editor
Supervising Scenic Artist
Supervising Scenic Constructor
Supervising Set Decorator
Supervising Special Effects Technician
Supervising Stagehand
Supervising Stagehand (Production)
Supervising Staging Rigger
Supervising Technical Installer
Supervising Technician
Supervising Technologist
Supervising Trades Technician
Switcher / Director
Systems Technologist
Technical Instructor
Technician Announcer
Telecom-Network Support Representative
Trades Technician
Traffic Coordinator
TV Post Production Audio Engineer
Video Journalist
Video Producer
Video Specialist
Videographer

Please note: The job description for Senior Production Editor has been deleted and replaced by Supervising Production Editor.

Account Manager

Function:

Under the general direction of a Sales Team Manager, performs tasks associated with the selling of commercial air time on the English Television Networks, as well as promotions, sponsorships and other specialized sales activities. Work is governed by CBC Television Sales policies and practices, CBC commercial acceptance policies, the Broadcasting Act and its Regulations and the conditions attached to the broadcast licences of the various CBC Television stations and networks. Strategic guidance and advice are available but there is wide latitude for, and an expectation of independent judgment, creativity and initiative. Work can involve the coordination of the activities of others.

Key Tasks:

- ◆ On a regular basis, analyses the advertising activity of customers and the potential for increasing CBC's share thereof; develops strategic plans for accessing this additional revenue.
- ◆ Identifies potential new business opportunities, conducts relevant research and analysis, develops sales strategies and executes them.
- ◆ Prepares sales presentations that may encompass several markets, to be typically directed at advertisers or advertising agencies. Conducts research on the potential customer, including its market and activities, its competition, and the comparative effectiveness of alternative advertising sources, whether in broadcast, print or other forms. Anticipates the special needs of such customers and ensures that they are addressed.
- ◆ Makes presentations using a variety of presentation techniques. Such presentations must be appropriate to customers who may have access to their own research information and are informed and enlightened in their business practices.
- ◆ Within established parameters, negotiates rates for individual spots, special promotional deals and/or extended advertising campaigns.
- ◆ Obtains necessary credit information on new customers, monitors the status of customer accounts and, when necessary and appropriate, assists in the collection of overdue payments.

Account Manager (continued)

- ◆ Provides all necessary information to administrative personnel to ensure that each order can be properly executed, scheduled, billed, etc.
- ◆ Provides any special information required to ensure that any unique requirements of an order can be met and/or that the specific preferences of a customer can be satisfied.
- ◆ Participates in the establishment of revenue targets and assumes responsibility for achieving them.
- ◆ Maintains up-to-date knowledge of all Canadian markets likely to be of interest to the customer being serviced. This includes information on CBC's competitors, available advertising sources, as well as the activities of the customer and its competitors in those markets.
- ◆ Maintains records and prepares reports on activities, expenses and any other information required for the efficient operation of the sales department.

Education Required:

The job requires university graduation with emphasis on business and/or marketing and sales, or the equivalent.

Experience Required:

The job requires three years of progressive and relevant experience in sales which demonstrates an understanding of media-related advertising and strategic marketing.

September 30, 2004

Administrative Specialist

Function:

Provides administrative expertise to assist a unit, department or operation in the management of activities and the identification, sourcing, and allocation of resources, whether material, human or financial. While work must conform to CBC standard operating and administrative procedures, there is both opportunity and a requirement for independent judgment, analysis and decision-making within sets of complex parameters. Work is subject only to general review and there may be a requirement to coordinate the work of others.

Key Tasks:

- ◆ Provides expertise and analysis at the production or departmental level to develop short and long range plans and facilitate decisions involving facilities, resources, revenues, schedules or departmental policies or procedures.
- ◆ Provides input and advice to assist in the establishment or modification of operating standards, procedures or business practices.
- ◆ Contributes to the planning process by analyzing the requirements for facilities, resources and/or personnel.
- ◆ Prepares, or supervises the preparation of standard contracts and authorizes them. Monitors contract language and recommends improvements in forms, clauses or contracting practices.
- ◆ Identifies potential suppliers, reviews the quality of their products and/or services, negotiates price and delivery and follows up to ensure total compliance, whether for a single order or a national contract.
- ◆ Prepares specialized, non-standard contracts or agreements, ensuring compliance with all relevant collective agreements, legislation, industry standards and CBC policy, practice and procedures.
- ◆ Prepares, or assists in the preparation of budget forecasts. Approves departmental and/or production-related expenses within delegated authority. Monitors and reconciles expenditures and revenues, issues invoices, and deposits receipts. Prepares regular or ad hoc status reports.
- ◆ As required, performs the following tasks:
 - engage freelance personnel and/or arrange for the rental of equipment, facilities and related personnel from external production houses or other sources; negotiate rates within established parameters and advise all affected parties;

Administrative Specialist (continued)

- facilitate the use of copy-right protected material by conducting the necessary research and, if necessary, negotiating rates within established parameters and ensuring payment;
- produce, maintain and deliver an updated, final, integrated on-air schedule by monitoring and interpreting the continual flow of instructions, decisions, requests for change and other related sources of information;
- analyze scheduling or traffic faults and fault reports and investigate and resolve problems; correct problems in the scheduling process or make recommendations aimed at doing so;
- interpret program run-over instructions and advise other departments when these will cause distribution problems, necessitate pre-feeds or require additional resources;
- develop and implement marketing strategies to meet revenue goals by increasing awareness of the availability and potential uses for CBC public spaces and event spaces;
- provide consultation and advice to internal and external clients regarding the use of CBC event or broadcast facilities; recommend services to meet their needs, negotiate fees, conclude contracts, coordinate the event activities and manage the related logistics;
- develop and oversee the placement of listings, advertising and other materials to market the use of CBC public spaces for events or display advertising purposes;
- maintain the inventory of Special Events equipment, purchase new equipment as necessary, and coordinate the lending of such equipment on a charge-back basis to internal departments or productions;
- assist managers in the analysis of financial data for planning and budgeting purposes, as well as to facilitate the ongoing management of the operation.

Education Required:

The job requires graduation from Community College, preferably in a related field such as Radio or Television production or Business Administration and in some cases may require a particular certificate.

Experience Required:

The job requires three years of related experience either inside or outside the CBC. At least one year of that experience should relate directly to the area of potential assignment.

July 7, 2005

Administrative Support – Level I

Function:

Performs complex clerical and/or administrative tasks in support of an individual, unit, department or operation. There is some latitude for independent action but work is subject to regular review. There may be some requirement to co-ordinate the actions of others either inside or outside the work unit.

Key Tasks:

- ◆ Receives, examines and processes payments, receives and verifies invoices, and assigns expenditures to appropriate cost centres.
- ◆ Reconciles financial or other information and resolves or reports discrepancies.
- ◆ Responds to requests for information, materials and/or service and determines, according to established procedures, how they should be fulfilled.
- ◆ Co-ordinates the movement of materials internally or externally.
- ◆ Composes non-routine correspondence.
- ◆ Prepares schedules for personnel, crews, facilities and equipment. Receives and reviews time cards and other related documentation, compares to schedule, processes information into appropriate system and advises of discrepancies.
- ◆ Creates and maintains files, activity logs, production books or other information storage systems appropriate to the unit, department or location. Prepares, gathers or receives, documents and information, codes as necessary, and enters them into the appropriate system, ensuring accuracy and timeliness.
- ◆ As required, performs the following tasks:
 - organize and set up interviews, meetings, receptions or other functions, arrange facilities, equipment and refreshments, prepare and distribute agendas, documentation, promotional and follow-up material;
 - analyze and review records to ensure that all charges and revenues are properly included in accounting statements issued;
 - organize, prepare, copy and distribute script changes and corrections, ensuring information is accurate and up to date;
 - arrange rehearsals, casting and audition screenings for complex program productions;

Administrative Support – Level I (continued)

- ensure the smooth functioning of the unit in the absence of the Head by assessing the importance of correspondence and calls and redirecting urgent matters to the appropriate person or area;
 - co-ordinate preparation and distribution of promotional material, including “time sensitive” items, using internal or external printing and/or distribution resources as appropriate; maintain and update a variety of distribution lists.
- ◆ As assigned or required, may perform any task of the Generalist classification.

Education Required:

Job requires high school graduation with a certificate, or the equivalent.

Experience Required:

Job requires two years' experience performing relatively similar work, including, if not previously acquired, experience with mainstream computer software applications such as word processing, spreadsheets and databases.

November 26, 2001

Administrative Support – Level II

Function:

Provides specialized administrative and clerical support to an individual, unit, department or operation. Work is subject only to general review so there is opportunity for independent judgment and decision-making within the parameters of established operating procedures. Work may involve co-ordinating the activities of others inside or outside the unit, or assigning and checking the work of junior employees.

Key Tasks:

- ◆ Creates, updates and maintains large and complex databases - for example, those supporting Network Programming, Television Marketing and Sales and/or systems interfacing with external agencies. Adapts database to changing requirements; provides advice and guidance to users to ensure that they achieve maximum benefit from the information and systems available. Compiles information and prepares reports, either as part of routine reporting requirements or in response to special requests from within or without the unit, department or operation.
- ◆ Investigates departmental or administrative problems within area of expertise. Researches and compiles information and data to arrive at a solution and either implements, if within accepted parameters, or recommends to the appropriate level of authority.
- ◆ Assigns staff and facilities (e.g. studios, control rooms, dressing rooms, camera vans, jibs) needed to accommodate production demands. Reviews identified long and short range priorities to determine scheduling requirements.
- ◆ Analyses employees' availability, skills and experience, and leave and shift change requests against given production requirements in order to achieve appropriate matches. Utilizing ScheduALL (or such other scheduling software as may be in use from time to time), plans and develops the employee schedule in accordance with the terms and conditions of the relevant collective agreements. Inputs, generates, posts and distributes schedules by deadlines.
- ◆ Examines financial reports, logs, activity reports or other similar documents to identify errors, conflicts or discrepancies and takes necessary action within established parameters to resolve the matters. Action could include the issuing of credit notes or make-goods, the reassignment of charges to other areas, the collection of monies owed, etc.
- ◆ Processes and maintains the documentation for complex administrative processes such as the purchase or lease of office equipment or space, Northern

Administrative Support – Level II (continued)

Housing and related allowances, overtime and penalty payments or status changes for employees.

- ◆ As required, performs the following tasks:
 - provide interpretation and/or clarification to employees, managers and/or clients regarding policies and procedures within area of expertise;
 - code and verify accounting documents, analyze financial information, and prepare statistical data and preliminary financial statements;
 - calculate payroll and/or pension entitlements for individuals and initiate payment, reconcile with regulatory authorities (Income Tax, CPP, EI, etc.) and respond to requests for information, clarification or correction;
 - assist in the design of research projects, compile data, develop and create the appropriate statistical tables, manipulate the data, and design charts, graphs and tables for presentation;
 - prepare on-air schedules, telecast confirmations and CRTC logs based on departmental, Corporate and CRTC standards and procedures;
 - maintain departmental leave records, time cards and related data;
 - provide training on budget related applications;
 - coordinate major functions on behalf of the department;
 - construct and prepare individual contracts using existing templates. As required, research and gather data from collective agreements, the requesting department, Human Resources, Finance, or other sources.

Education Required:

The job requires graduation from Community College or the equivalent.

Experience Required:

Candidates should have at least two years' of experience which is directly to the area of potential assignment.

July 8, 2005

Advertising and Layout Artist

Function:

Performs tasks that respond to the creative strategy and the CBC brand for print and multi-media advertising projects. Contributes creatively by developing distinctive print concepts. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other personnel. There are sometimes requirements to work in a self-administered environment producing single short-term results within constraints.

Key Tasks:

- ◆ Responding to the creative briefing (strategic direction, priorities, et cetera) for the medium, prepares the graphic layout of print and multi-media advertising including other printed collateral material.
- ◆ Interprets strategies to develop print ideas and concepts. Creates original visual elements reflecting those ideas as well as modifying, adapting and improvising on existing elements. Experiments and devises new methods or approaches.
- ◆ Acts as an active member of the creative team throughout the design and production processes of the project to ensure continuity of advertising and brand.
- ◆ Plans, organizes and directs photographic shoots.
- ◆ Obtains quotes for photographic services. Provides input to the estimating process and works within the budget assigned. Monitors deviations and takes corrective measures.
- ◆ Evaluates material to determine if it meets approved technical and aesthetic standards.
- ◆ Within delegated limits, assigns, schedules, coordinates and checks the work of other staff assigned to the project and reports on matters related to performance, discipline and safety.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - assist in the training of others.

Advertising and Layout Artist (Continued)

Education Required:

Requires an excellent knowledge and understanding of advertising for print and multi-media including collateral material. Knowledge generally gained through Community College graduation with specialization in relevant arts oriented courses, or equivalent industry experience.

Experience Required:

Two years of directly related experience in print and multi-media advertising.

July 8, 2005

Announcer

Function:

Performs tasks associated with the preparation and on-air presentation of program material on radio and/or television. Work is governed by CBC programming and/or journalistic policies and standards but there is some latitude for initiative and independent judgment.

Key Tasks:

- ◆ Reads newscasts and news bulletins.
- ◆ Voices continuity for programs.
- ◆ As required, performs the following tasks:
 - interview reporters or other program personnel;
 - copy-edit written material for broadcast;
 - ensure the preparation of material for broadcast;
 - read poetry, short stories, narration or other written material for live or recorded programs;
 - carry out general presentation duties and the voicing of network cues, station breaks, time signals and commercial, promotional and other announcements.

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires three years of comparable and/or relevant experience that demonstrates knowledge of the broadcasting industry and understanding and awareness of community, regional, national and/or international issues and events.

October 14, 2004

Announcer Operator

Function:

Performs a variety of tasks associated with the preparation, production and presentation of programs and program material – for example, announcing, hosting, writing and operating production equipment. Work is governed by CBC program and journalistic policies and practices but is performed in the unique broadcasting environment of the community station where limited resources dictate the need for versatility, cooperation and teamwork. Activities generally conform to predetermined formats but there is latitude for initiative and independent judgment. Work can involve coordination of the work of others.

Key Tasks:

- ◆ Plans and organizes, or participates in the planning and organizing of programs or program segments, ensures the preparation of material for broadcast and, where a Producer is not assigned, assumes production responsibility.
- ◆ Proposes program ideas, suggest and lines up guests or interviewees, prepares background notes and questions, and interviews on or off air.
- ◆ Writes material for broadcast.
- ◆ Develops and maintains contacts with a variety of sources.
- ◆ Gathers and reports information from various sources.
- ◆ Evaluates information gathered, organizes it and presents it on air in a coherent and understandable form.
- ◆ Edits program material.
- ◆ Interacts extemporaneously with program participants such as guest, interviewees, panelists and/or members of the audience. Uses interviewing skills to elicit pertinent facts and information.
- ◆ Provides narration and linking continuity between program segments.
- ◆ Describes actualities such as music programs, parades and sporting or other special events.
- ◆ Reads newscasts, news bulletins, weather forecasts and other survival information.
- ◆ Ensures the proper operating condition of equipment by making the necessary checks.
- ◆ Ensures that program audio mixes achieve optimum aural results.
- ◆ In case of technical failure, makes emergency substitutions or repairs to maintain clear and continuous service; ensures appropriate follow-up.

Announcer Operator (continued)

- ◆ As required, performs the following tasks:
 - participate in community relations activities to promote the CBC;
 - direct a program or program segment in studio or at a remote location;
 - maintain an appropriate level of communication with members of the audience;
 - perform incidental technical functions necessary to ensure the smooth and continuous functioning of the station.

Education Required:

Job requires a university degree or the equivalent.

Experience Required:

Job requires three years of directly related experience that demonstrates ability in the field, knowledge of broadcasting, and awareness and comprehension of issues and events in the community and region. Some individual jobs may require skills in languages other than English; when this is the case, it will be indicated at the time of posting.

May 30, 2001.

Applications Support Analyst

Function:

Provides day-to-day support to the users of the application. Work is governed by CBC Information Technology policies, standards and procedures but there is opportunity for, and an expectation of some degree of creativity and initiative. Specialized advice and guidance are available. There may be some requirement to coordinate the work of others.

Key Tasks:

- ◆ Responds to detailed queries from users on the operation of the application.
- ◆ Finds innovative solutions to complex technological and management issues. Defines requirements and seeks the appropriate solution to recommend configuration changes in order to improve efficiency, reliability and utility.
- ◆ Establishes and maintains regular communication with users concerning new reports, revised procedures and training materials and opportunities. Proactively communicates solutions to the user community.
- ◆ Maintains a knowledge base that is accessible to the users in order to keep support to a minimum.
- ◆ Maintains user profiles, security data and some core configuration parameters, and keeps related documentation up to date.
- ◆ Performs security maintenance - maintains user accounts and specifies what they have access to in the application.
- ◆ Provides application support for detailed "how to" questions on the application.
- ◆ Performs a liaison and coordination role between media business units and the Information Technology service groups for the application.
- ◆ Keeps up to date on current business processes related to the application.
- ◆ Performs other related duties as assigned.

Applications Support Analyst (continued)

Education Required:

The job requires a Community College diploma or equivalent.

Experience Required:

The job requires a minimum of 2 years practical and related experience, at least one of which should be in the area of assignment or one very similar.

October 13, 2004

Applications Support Specialist

Function:

Provides appropriate administration and support for the network components of the application as well as leadership and coordination for the team of application analysts. Work is governed by CBC Information Technology policies, standards and procedures but there is an expectation that the Specialist will exercise judgment, initiative and creativity. Specialized advice and guidance are available. There is often a requirement to coordinate the work of others to achieve the required results.

Key Tasks:

- ◆ Maintains the macro view (entire organization) of the application and the related business processes. Identifies and defines changes in business requirements in taking into consideration the needs of the users.
- ◆ Recommends changes to the business processes related to the application.
- ◆ Notifies users of changes to the application and of events that may affect the utilization of the system.
- ◆ Assesses the impact of application software upgrades on the business processes, communicates the changes to users.
- ◆ Provides guidance and instruction to users on best practices.
- ◆ Trains the other members of the support team.
- ◆ Prepares summary reports for management on ongoing support and training requirements.
- ◆ Performs any of the tasks of an Application Support Analyst.
- ◆ Performs other related duties as assigned

Applications Support Specialist (continued)

Education Required:

The job requires a Community College diploma.

Experience Required:

The job requires three years of practical and related experience, at least one of which should be in the area of assignment or one very similar.

October 13, 2004

Art Director

Function:

Performs specialised tasks in set, graphics or costume design, consistently conceiving original and unique artistic works. Using sophisticated techniques and applying professional experience and creative flair, produces an artistically superior product. Imprints a personal unique style on the program adding value to the final product.

Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed with minimal direction and in collaboration with program personnel. There are often requirements to be self-administered with the expectation of producing desired results within guidelines

Key Tasks:

- ◆ Working closely with the Producer, develops visual concepts and the overall creative design for projects or series such as Variety Specials, Olympics, or The Air Farce.
- ◆ Makes presentations using diplomacy in the discussion and promotion of creative concepts, conclusions and recommendations.
- ◆ Quickly develops refined sketches, drawings, renderings and storyboards to support those presentations. Makes models.
- ◆ Oversees construction, scenic art and set decoration in studio and on location, as well as the design approach on special effects and wardrobe.
- ◆ Advise other designers of graphics or costumes requirements.
- ◆ Creates floor plans and detailed elevation drawings.
- ◆ Researches periods and styles to ensure accuracy of details.
- ◆ Designs and creates working drawings and sketches of costumes with fabric samples or other materials. Visualizes character requirements and adapts to key performer body types.
- ◆ Coordinates the activities of Designers, Set Decorators, design crews and other staff assigned to the production.
- ◆ Provides full, detailed and accurate estimates taking into account the duration and complexity of the project. Works within the established budget and controls the design costs, monitoring deviations and taking corrective measures.

Art Director (continued)

- ◆ Consults with other specialists involved throughout the production and post-production processes of the project to ensure continuity of creative concept, including the optimum design, aural, and visual unity.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires a superior knowledge and understanding of television program production. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Requires a university degree in Fine Arts, Architecture, Theatre, Interior Design, Graphic Design, Animation, Computer Graphics or Costume Design.

Experience Required:

Four years of directly related experience in television, film or theatre, including demonstrated experience on projects or programs that required creative and innovative contributions.

October 13, 2004

Assistant Layout Artist

Function:

Assists personnel performing tasks required in the production of visual elements for print and multi-media. Creative problem solving may be required to generate print and multi-media visual outputs where the requirements are clear. Work is generally performed according to accepted CBC or industry standards but there is some latitude for independent judgment or action. Where instructions or requirements are not clear, relevant personnel are contacted for clarification. Problems are reported clearly and promptly to the relevant authority.

Key Tasks:

- ◆ Assembles, organizes and manipulates still images, text and fonts from a variety of sources to generate visual elements conforming to a fixed format.
- ◆ According to specific requirements, adds textures and effects to the images, text and fonts, by selecting visual effects existing within the hardware or software. Operates equipment to produce such effects.
- ◆ Maintains the maximum possible visual and technical quality on the material being handled at all stages of production.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Develops and maintains an inventory of graphic support materials and ensures that materials are available.
- ◆ Keeps informed of industry standards and practices by observing current styles, and by attending courses and instructional sessions.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires good knowledge and understanding of the principles of character and image layout and manipulation as well as an understanding of how this craft interacts with others. Knowledge generally gained through Community College graduation with specialization in relevant arts oriented courses, or equivalent industry experience.

Experience Required:

Six months related experience.

October 14, 2004

Assistant Program Editor

Function:

Acting as an Apprentice and under the direction of an Editor, assists in all phases of post-production editing. Creative problem solving may be required, where production requirements are clear. Work is generally performed according to accepted CBC or industry standards but there is some latitude for independent judgment or action. Where instructions or requirements are not clear, relevant personnel are contacted for clarification. Problems or faults are reported clearly and promptly to the relevant authority.

Key Tasks:

- ◆ Using a script or program outline, screens and assembles program material in preparation for editing.
- ◆ Assembles audio and/or video program material to be screened by the editor.
- ◆ Preselects stock shot material for future use.
- ◆ Prepares Cue Logs. Coordinates scripts with actual shooting.
- ◆ Catalogues, archives and prepares shot lists of all program and related material.
- ◆ Organizes and inputs script and editing system information.
- ◆ Advises production personnel and editors of production problems and takes appropriate action.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

As assigned or required, may perform any or all of the following tasks:

- coordinate negative to tape transfer.

Education Required:

Requires good knowledge and understanding of television post production methods. Knowledge generally gained through Community College graduation in Television arts courses, or equivalent industry experience.

Experience Required:

One year experience.

April 28, 2004

Assistant Scenic Artist

Function:

According to the specified requirements, performs tasks required in the design crafts for the efficient and accurate production or presentation of program material or events. There is a limited requirement for creative problem solving at a basic design level. Duties are normally routine with some latitude for independent judgment or action. Where instructions or requirements are not clear, relevant personnel are contacted for clarification. Problems or faults are reported clearly and promptly to the relevant authority.

Key Tasks:

- ◆ Assists in planning for, obtaining, and preparing materials and equipment to be used.
- ◆ Prepares, sets up, installs and operates power equipment and painting apparatus, including tools used for their modification, repair, or transport.
- ◆ Prepares and applies various special textures, surfaces and coverings on scenic elements and floors.
- ◆ Paints all types of faux finishes on scenic elements and floors.
- ◆ As instructed, traces scenic elements. Fills in prepared designs, geometric forms, patterns and lettering.
- ◆ Manufactures and uses stamps and stencils to produce various design effects.
- ◆ Maintains materials, properties and equipment in a state suitable and available for use by repairing, cleaning, treating or replacing them. Reports on the quality or state of readiness of materials, properties and equipment.
- ◆ Loads, transports and unloads materials, properties and equipment to and from required locations
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Keeps informed of industry standards and practices by learning operational methods and practices, and by attending courses and instructional sessions.
- ◆ Provides orientation or guidance for other employees about duties or assignments, use of materials, and operation of equipment. May assist in the training of others.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Assistant Scenic Artist (continued)

Education Required:

Requires overall general knowledge of painting methods including secondary school graduation.

Experience Required:

One year related experience.

April 28, 2004

Associate Art Director

Function:

Assists in achieving Corporation objectives by providing specialized design and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Work is generally performed according to CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Contact with performers requires discretion in communications and handling. There are often requirements to work in a self-administered environment.

Key Tasks:

- ◆ Assists in planning the design aspects of the production, participating in the discussion of program needs, time lines and costs.
- ◆ Consults with Designers and clients, providing specialized assistance.
- ◆ According to the design assignment, breaks down scripts to identify character, scene and continuity requirements.
- ◆ Selects and obtains materials, and produces Design elements.
- ◆ Within delegated limits, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to performance, discipline and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Guides and coordinates work related to the project. Ensures visual unity.
- ◆ Provides input to the estimating process and works within the budget assigned. Monitors deviations and recommends corrective measures.
- ◆ As specified by the Designer, conducts research, documents information, and archives information and materials.
- ◆ Makes working drawings and sketches.
- ◆ Using appropriate tools, cuts various kinds of materials.
- ◆ Organizes and prepares information, research and drawings on a timely basis and ensures they are available to the appropriate areas.
- ◆ Within delegated limits of authority, acts on behalf of the Designer.

Associate Art Director (continued)

- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:

Set Design

- provide guidance in set construction, painting, props and staging.
- assist in making models.
- draw scale floor plans and elevations including architectural and structural detail.
- survey locations.

Costume Design

- fit, alter, fabricate and sew costumes, accessories, and accoutrements. Execute costume treatments and effects (e.g. aging, colouring, wet).
- coordinate and arrange talent fittings, with sensitivity to performers' needs.
- administer and account for a production float; keep budget records.

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and staging craft functions, as well as how these crafts interact with the production clients. Requirements include an understanding of colour and proportions. Requires a university degree in Fine Arts, Architecture, Theatre, Interior Design, Graphic Design, Animation, Computer Graphics or Costume.

Experience Required:

Two years of experience in television, film or theatre.

October 14, 2004

Associate Director

Function:

With appropriate direction from a Producer and/or Director, organizes and contributes to the preparation, production and post production work on a video or film production for television or other media. While work is generally performed in accordance with established standards and procedures, there is a regular requirement for independent judgment and initiative. At the same time, there is a high requirement for accuracy and attention to detail. Work regularly involves the co-ordination of the activities of others.

Key Tasks:

- ◆ Attends production meetings and provides input regarding program content and production requirements. Liaises with other specialized contributors to ensure that all production requirements are met.
- ◆ Prepares line-ups/rundowns and other required paperwork, and assists in the presentation of scripts. Screens and times segments and whole programs noting necessary information, ensures needed revisions are made in line-ups and scripts, and informs all affected personnel of any changes. Compiles and proofreads all information for credit lists and keys.
- ◆ Marks scripts for the Director and any other specialized production personnel who require them. Prepares camera shot lists and readies production elements for the Director.
- ◆ Requests facilities, as well as the necessary technical, design and post-production resources, and ensures coordination of these bookings during the development and modification of the production schedule. Ensures that all necessary tapes, pre-records, requisitions, chyron lists, etc., are prepared and delivered. Controls audio and videotape inventory for the production and releases or recycles tapes on behalf of the Producer.
- ◆ Readies craft and production personnel, and talent, on live or recorded productions.
- ◆ Directs performers and crew members during live and recorded productions, based on instructions received from the Producer or Director.
- ◆ Ensures basic production continuity.
- ◆ Ensures the proper selection, recording, playback and editing of recorded items, including feeds of segments of shows from other locations. Participates in the evaluation of video and audio quality of recorded items to ensure standard for telecast.
- ◆ Accurately times live shows. Liaises with appropriate program distribution personnel and manages the timing of commercial breaks. Ensures that the producer and all other interested parties know whether the show is running on time.
- ◆ Coordinates audio mixes, music recordings, colourization, on-line and off-line edits, and any post production requirements.
- ◆ Prepares Cue Sheets for taped shows to ensure correct local and network presentation, packaging and transmission.
- ◆ Ensures closed captioning requirements are met.
- ◆ Times shows and segments of shows during pre-taping and records necessary information. Assists in the mixing of pre-taped interviews.

Associate Director (continued)

- ◆ Prepares Music Use reports, Cost Sheets, Union Top Sheets and other required cleanup paperwork, and ensure appropriate archiving.
- ◆ Maintains records or programming air dates, expiry dates and remaining plays of items.
- ◆ As required, performs the following tasks:
 - produce a show segment;
 - select video and audio material, direct the videotaping of graphics, and assemble basic research information;
 - coordinate and schedule still photo, publicity, and on-air promotion shoots with talent and agents;
 - coordinate audience requirements;
 - survey locations with the Producer, Director, or other production representative, and assist in the selection of suitable locales.
 - break down and pre-time scripts or available material to determine design elements, technical set-up order and material length. Prepare shooting and rehearsal schedules based on scene location, event schedule, studio/location venue, talent availability, applicable collective bargaining agreements, and budget.
 - coordinate requirements for rehearsals, including facilities, rehearsal halls, equipment, crew and talent.
 - coordinate all members of the crew and track preparation of production elements on the studio floor or location during camera blocking, rehearsal, taping and broadcast.
 - coordinate requirements for location shoots with all contributors. Ensure that any special equipment needed for the shoot is booked. Assure the delivery of costumes, props and set pieces to rehearsal and shooting locations.
 - arrange transportation and logistical support for production crew to and from location;
 - familiarize Producers and Directors with CBC facilities and craft capabilities, and act as liaison between the Producer/Director and the various production service units;
 - familiarize new employees; participate in the development and delivery of training.

Education Required:

Job requires graduation from Community College with a diploma in Radio and Television Arts or the equivalent.

Experience Required:

Job requires a minimum of three years of relevant experience, either in the CBC or elsewhere in the industry.

December 13, 2002

Associate Producer

Function:

With appropriate direction from one or more Producers, participates in the production, direction and/or postproduction of a program and/or program segment. Work must adhere to CBC journalistic and/or program policies, practices and standards but initiative and independent judgment are required. There is often a requirement to co-ordinate the activities of others.

Key Tasks:

- ◆ Contributes ideas for program content; participates in the preparation of program objectives.
- ◆ Obtains studios, crews, lines, uplinks, remotes and other technical and production resources required by the program on behalf of all Producers and freelancers.
- ◆ Assists in developing program content including writing, researching, and/or editing. Prepares scripts; ensures adherence to the style and format of the program.
- ◆ Organizes the participation of interviewees, creative contributors and other participants, develops background, introduction, and line of questioning, conducts or arranges for any necessary research, and ensures the briefing of hosts. Maintains contact files.
- ◆ Processes invoices and obtains authorizing signatures as required.
- ◆ Participates in the evaluation of all aspects of the production.
- ◆ As required, performs the following tasks:
 - select music, sound effects and/or actuality;
 - produce program elements;
 - direct a program, either live or pre-packaged, in studio or at a remote location;
 - assign, direct and co-ordinate the work of other personnel working on a project for which the Producer is responsible;
 - edit and mix, or direct the editing and mixing of audio and/or visual elements;

Associate Producer (continued)

- write continuity, edit text, edit and prepare voice-mail for broadcast;
- log programs and music in appropriate information systems;
- edit, encode, digitize and package audio and video material for a website using appropriate technologies;
- assist in maintaining a level of communication or rapport with members of the audience which is both feasible and appropriate to the style and nature of the program;
- perform other production or administrative tasks associated with the smooth functioning of the newsroom, program unit or station.

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires a minimum of two years' relevant experience during which the candidate would gain exposure to journalism, computers and the technology of radio or television broadcasting.

September 17, 2002

Associate Producer / Technician

Function:

With appropriate direction from one or more Producers, participates in the production, direction and/or postproduction of a program or program segment by executing both programming and technical functions. Work must adhere to CBC journalistic and/or program policies, practices and standards but initiative and independent judgment are required. There is often a requirement to coordinate the activities of others.

Key Tasks:

- ◆ Contributes ideas for program content; participates in the preparation of program objectives.
- ◆ Assists in developing program content including writing, researching and/or editing. Prepares scripts; ensures adherence to the style and format of the program.
- ◆ Ensures that equipment, facilities, program sources and personnel are available to meet operational and program requirements.
- ◆ Sets up and operates equipment to meet program and production goals.
- ◆ Edits and mixes programs or program segments. Ensures that program mixes, including the creation of audio effects to meet program and production goals, achieve optimum aural results.
- ◆ Participates in the evaluation of all aspects of the production.
- ◆ As required, performs the following tasks:
 - produce program elements;
 - direct a program, either live or pre-packaged, in studio or at a remote location;
 - present material on air;
 - organize the participation of interviewees, creative contributors and other participants, develop background, introduction and line of questioning, conduct or arrange for any necessary research and ensure the briefing of hosts;
 - assist in maintaining a level of communication or rapport with members of the audience which is both feasible and appropriate to the style and nature of the program;
 - select and play music, sound effects and/or actuality;
 - edit, encode, digitize and package audio and video for a website using appropriate technologies.

Body of Knowledge:

The job requires a combination of education and experience equivalent to graduation from University and three years of practical and relevant experience or graduation from Community College and five years of practical and relevant experience.

September 17, 2002.

Associate Promo Producer

Function:

Under the appropriate direction of one or more Promo Producers/Directors, performs a variety of tasks in support of the production of promotional materials for the CBC and its programs. Supports the creation and production of this material on a continuing or per project basis. Work must adhere to CBC program and journalistic policies as well as accepted advertising standards and practices. Initiative and creativity are required. There is often a requirement to coordinate the work of others as well as to provide assistance on more than one project at a time.

Key Tasks:

- ◆ Assists the Promo Producer/Director at any or all stages of the design and development of the promotional concept for a program or program series – for example in the selection of talent and resources.
- ◆ Assists in the gathering and development of promotional material in various stages from pre- to post-production, including screening footage, writing, and researching content, visuals, music and/or sound effects.
- ◆ Shot lists raw, stock or completed program footage.
- ◆ Coordinates promotional material supplied by other departments within the CBC, or with independent producers.
- ◆ Maintains clearance records.
- ◆ Re-packages existing promos to update for repeat broadcasts.
- ◆ Produces “templated” promos, i.e. promos for which the basic format has been designed and which now must be replicated using different talent or other central elements.
- ◆ Assists in sourcing material needed for promos and arranging for its transfer and/or delivery.
- ◆ Checks information to be included in a promo for accuracy.
- ◆ Contributes ideas for promotional material.
- ◆ As required, performs the following tasks:
 - edit and write for programming promotion;
 - direct audio sessions for which Promo Producer(s)/Director(s) have delegated responsibility;
 - process invoices and obtain required authorization;

Associate Promo Producer (continued)

- maintain library systems;
- generate edit and mix lists;
- log promos in appropriate information systems;
- coordinate plant facilities and voice talent;
- gather material needed for print or radio promos.

Education Required:

Job requires a Community College degree or diploma in television arts or the equivalent broadcast production training.

Experience Required:

Job requires three years' directly related or comparable experience that normally would involve the production of television programs or promotional material.

January 16, 2003

Broadcast Technician

Function:

As a Generalist, performs tasks required in the sound, picture and lighting crafts. Creative problem solving may be required to generate aural or visual outputs where requirements are clear. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or technical personnel. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Selects tools and ensures that facilities and materials are available to meet requirements. Arranges transportation of required tools and materials.
- ◆ Suggests and devises special audio, visual or lighting effects to meet program requirements and operates tools to produce such effects.
- ◆ Evaluates recorded material to determine if it meets approved technical standards.
- ◆ Ensures the proper operating condition of tools by making the necessary checks, adjustments and alignments according to standard procedures.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - survey locations and, in consultation with others, prepare plans for productions.
 - operate and monitor automation systems.
 - direct or effect the replacement and repair of facilities and equipment.
 - direct and coordinate the work of other staff assigned to the preparation, set-up, installation and operation of equipment.
 - assist in the training of others.
 - in case of technical or program failure, make substitutions or adjustments as necessary to maintain continuous service. Report such failures.

Broadcast Technician (continued)

- check for routing and availability of program material in accordance with schedules and established procedures. Advise responsible persons of any irregularities.

Radio or Television Audio Technician

- ensure that program audio mixes achieve optimum aural results.
- ensure the reinforcement of sound to audiences and performers.
- set up and operates audio routing systems.
- record and play back sound effects, and maintain a collection of recorded sound effects.
- undertake audio pickup operations, primarily in news scrums, obtaining optimum audio quality.

Camera Operator

- assist production personnel in achieving the best pictorial results through such things as lens selection, camera angles and framing, the composition of camera shots, and the proper light-to-signal transfer characteristics.
- preset shots on one or more unattended cameras.
- frame shots using a remote camera system to pan, tilt, zoom and focus. Reframe shots during the production.

Character Generator

- assemble, organize and manipulate visual material, text and fonts from a variety of sources to generate program elements comprised of still images conforming to a fixed format.
- check the accuracy of wording and visual elements.
- according to specific program requirements, add textures and effects to the images, text and fonts, by selecting visual effects existing within the hardware or software and operate equipment to produce such effects.
- for program format changes, create templates to support input of data from external systems.
- maintain the maximum possible visual and technical quality on the program material being handled at all stages of production.
- maintain a current library of visual elements.

Broadcast Technician (continued)

Lighting Technician

- ensure lighting is of optimum quality through the use of lighting control and operations for productions where the lighting conditions are varied, uncontrolled or non-routine.
- install and focus various lighting fixtures.
- connect, install and distribute electrical power.
- plan, construct, erect and inspect scaffolding towers, grids and associated equipment used for the support of lighting and other technical equipment.

Media Encoder

- according to directions provided, prepare and digitize audio and video material.
- crop images and enhance audio and video.
- catalogue and archive program and related material. Distributes material to servers.
- select images, making choices between original CBC material and images provided by a paid supplier.
- write cutlines and headlines.
- perform routine upgrading of software packages.

Monitoring Station Technician (RCI)

- study and evaluate propagation conditions and ionospheric data in order to obtain best reception. Record, assemble and distribute items.
- monitor and control audio and short-wave signals, ensuring adherence to approved technical standards, and take appropriate action if quality does not meet those standards. Report errors, faults or deviations.
- assist international Frequency Managers in troubleshooting operational problems.
- operate and maintain all types of motor vehicles, and any other on-site equipment such as generators and power tools.
- maintain and monitor essential building services ensuring station integrity, security and safety. Contact appropriate parties when servicing is required.

Broadcast Technician (continued)

Moving Lights Operator

- create show files by inputting required coordinates, parameters and protocols. Store and execute show files.
- consistent with the lighting requirements, select effects existing within the hardware or software and input scripts for 'cue to cue' looks. Operate equipment to produce such effects.
- determine requirements to distribute different lighting fixture protocols over the moving lights control system.

Robotic Camera Operator

- using a multiple camera system, ensure that camera optics and electronics produce the proper light-to-signal transfer characteristics.
- create show files by inputting required coordinates and parameters. Store and execute show files for multiple camera system to move cameras to specific floor positions.
- frame and compose shots using multiple camera system to pan, tilt, zoom, focus, and to move pedestals. Reframe shots during the production.
- reset operational control parameters to solve problems in deviation.
- take appropriate steps in the execution of all duties to ensure the continuing safety of self and others, and to ensure the protection of property.

Switcher

- using up to four cameras, perform non-sophisticated switching and mixing of audio/video signals in coordinating, packaging and presentation studios.
- ensure that program material is available for rehearsals and productions.

Video Control Technician

- maintain the desired program video quality and transmission levels of cameras and other video sources during rehearsal and production through the alignment and operation of equipment.

Broadcast Technician (continued)

Video Assembly Technician

- assemble audio and/or video program material.
- record, dub and play back video material.
- ensure the proper operation of library management systems.
- using information from master lists provided, cue and transfer material into local inventory for playback by an automation system.

Education Required:

Requires good knowledge and understanding of television and radio program production methods including sound, picture, lighting and staging craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through community college graduation in Radio or Television arts courses, or equivalent industry experience.

Experience Required:

One year related experience.

February 7, 2005

Broadcast Technologist

Function:

Within the area of assignment, and according to the specified requirements, installs, sets up, operates, modifies, repairs and maintains equipment, facilities and systems. Application of knowledge of current technologies is required, where requirements are clear, in order to solve problems and achieve desired results. Work is generally performed according to accepted CBC or industry standards but there is some latitude for independent action, judgment and initiative according to established procedures. Where instructions or requirements are not clear, relevant personnel are contacted for clarification. Consultation with technicians and other personnel requires comprehension of technical concepts and confirmation that they are understood. Duties are performed under the direction of senior personnel but there may be requirements to work in an unsupervised environment.

Key Tasks:

- ◆ Installs, troubleshoots, repairs, maintains and modifies equipment, systems and facilities ensuring their proper operating condition.
- ◆ Installs and administers related software and software revisions.
- ◆ Aligns, tests and configures equipment and systems, including the related software, in order to obtain and confirm optimal performance or to identify existing or potential problems.
- ◆ Performs and documents repairs and regular preventive maintenance procedures according to established procedures and Corporate standards.
- ◆ Carries out quality control procedures. Assists in developing quality control procedures.
- ◆ Prepares and corrects documents, schematics, functional drawings, specification tables and layout diagrams. Ensures that appropriate personnel are advised of the changes.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Within delegated limits, contacts suppliers for equipment, services or advice.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results. Contributes to the development of methods, procedures and designs that will permit a better utilization of equipment or facilitate maintenance.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Broadcast Technologist (continued)

- ◆ As assigned or required, may perform any or all of the following tasks:
 - Assist listeners and viewers in resolving reception problems.
 - Maintain buildings, monitoring systems and related equipment.

Education Required:

Requires overall general knowledge regarding maintenance of equipment, systems and relevant software technologies. Knowledge generally gained through Community College graduation in an appropriate discipline, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

One year.

Additional Requirements:

The collective agreement outlines specific additional requirements.

May 30, 2005

CAD Operator

Creates drawings using CAD tools. Creative problem solving may be required to generate drawings, where requirements are clear, or to determine new measurements in order to solve drawing problems. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as cooperation and consultation with production, technical or engineering personnel.

Key Tasks:

- ◆ Based on instructions, sketches or other data provided, operates equipment and software to generate drawings and organizational paperwork.
- ◆ Where dimensions are not clear, calculates dimensions.
- ◆ Maintains and updates databases.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Assists in planning for, obtaining, preparing and assembling material and equipment.

Lighting CAD

- With direction from the Lighting Director or Set Designer, facilitates lighting installation and operation by simulating personnel movement and camera angles to demonstrate the lighting effects.
- As directed, adds textures to images. Renders and prints set and lighting plots.
- Prints related documents such as lists for stock, patching and cut gel sheets.

Engineering CAD

- With direction from Engineers, performs functions required to generate CAD and manual drawings. Ensures optimal layout and functionality.
- Renders and prints engineering drawings and related documentation.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - update symbols or icons.
 - ensure that other users are aware of new symbols

CAD Operator (continued)

- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires good knowledge and understanding of drafting techniques and either engineering terminology or television lighting methods. Knowledge generally gained through community college graduation with specialization in relevant courses, or equivalent industry experience.

Experience Required:

One year related experience.

February 25, 2005

Closed Captioner

Function:

Performs tasks associated with the provision of off-line closed captioning on CBC Television programs. Work must conform to CBC programming and journalistic standards. While tasks are fairly narrowly defined, there is a requirement to organize work in order both to accommodate last minute changes and complete the necessary work consistent with tight program deadlines. There is no requirement to coordinate the work of others, but captioners often work in teams of two. Advice and guidance are always available.

Key Tasks:

- ◆ Creates a verbatim transcript of the audio portion of a program, or works from a script if available.
- ◆ Produces captions on specialized closed captioning software.
- ◆ Liaises with program department staff to ensure completeness and accuracy of captions, to check for last minute editorial or script changes, and to ensure that captioning output is provided to the appropriate studio(s).
- ◆ Scrolls captions as programs are taped or broadcast. Liaises with presentation studio coordinators and technicians to ensure proper captioning output.
- ◆ Verifies and, if necessary, researches the spellings of names, places, technical and/or any other unusual or non-standard words or terms, using a variety of reference sources.
- ◆ As required, performs the following tasks:
 - include in the captioning descriptions of sounds and/or music to enable fuller understanding and appreciation of the program;
 - edit the time and position of the captions so that they blend in with the scene changes and edit points of the original video.

Education Required:

The job requires a University degree, typically in the arts, or the equivalent.

Experience Required:

The job requires twelve months' experience that demonstrates an excellent command of the English language with emphasis on spelling and grammar, speed and accuracy in typing and/or transcription and familiarity with current standard word processing software. Familiarity with basic television or video production is also essential.

September 23, 2004.

Closed Captioner (live)

Function:

As a member of a production team, adapts and prepares closed captioned program text and other related visual material for pre-recorded or live telecasts. Work is governed by CBC programming and journalistic standards as well as various agreements covering the possible use of these materials. Independent action, judgment and initiative are required in order to present program material accurately and efficiently. Advice and guidance are available.

Key Tasks:

- ◆ Receives or obtains text, tapes and other elements related to programs which require captioning.
- ◆ Summarizes and adapts text for the closed captioning of programs for the hearing impaired. Where necessary and appropriate, creates descriptive text for non-verbal segments.
- ◆ Ensures that synopses are consistent and in keeping with the original text, audio and/or audio-visual sequences.
- ◆ Where time permits, reviews the closed caption text with other closed captioning staff to ensure consistency with program material.
- ◆ Collaborates with program production personnel and consults on all matters related to the consistency of the closed caption text, the images displayed, and the proper comprehension of all of these elements by television viewers.
- ◆ Prepares closed caption text in accordance with departmental and/or component standards and methods and advises the appropriate person of any irregularities.
- ◆ Attends production meetings. Prepares an outline of possible closed caption text for any anticipated live segments.
- ◆ Enters closed caption text into the operating system and positions it so it closely follows the appropriate images.
- ◆ Ensures that the closed captioning equipment is in proper working order.
- ◆ Operates the equipment required to put closed caption text to air.
- ◆ Adjusts the captioning material in collaboration with studio technicians to ensure that it closely follows the program audio and visual elements during pre-recorded or live telecasts.
- ◆ During live broadcasts, where necessary, summarizes dialogue to create text which goes directly to air with no possibility of vetting by other program personnel.

Closed Captioner (live) (continued)

Education:

Job requires a university degree in arts or journalism.

Experience:

Job requires one year of related experience that demonstrates skill in language and communication.

March 16, 2004

Colourist

Function:

Performs as a specialist in post production, making artistic contributions to programming by consistently producing unique and innovative results. Using sophisticated techniques and applying professional experience and creative flair, produces an artistically superior program. Imprints a personal unique style on the program adding value to the final product. Works as an integral member of a creative team and, while work is generally performed according to accepted CBC or industry standards, there is with wide latitude for independent action, judgment and initiative. Duties are performed with minimal direction from program personnel. There are usually requirements to work in a self-administered environment producing single short-term results within guidelines.

Key Tasks:

- ◆ Performs colour correction on television programs or program segments, or other types of visual productions, ensuring maximum technical and artistic quality at all stages.
- ◆ Assists in achieving artistic and technical excellence of programs by providing a wide range of specialized consultation and advice from pre-production to post production.
- ◆ Attends on-line editing sessions to provide advice regarding problems and solutions.
- ◆ Ensures the accuracy and quality of work throughout the complete production and post-production processes.
- ◆ Maintains contact with external labs to ensure the highest possible quality in film processing.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires a superior level of technical and craft knowledge, and understanding of television program production and post-production methods. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Four years directly related experience, including three years in post-production within the CBC or at an outside broadcast or post-production facility.

April 28, 2004

Communications Assistant

Function:

Implements and executes a variety of communications strategies, projects and initiatives in support of CBC Radio, Television and New Media. Also provides communications support for internal and external marketing and public relations activities. Advice and guidance are regularly available but there is opportunity for, and an expectation of some initiative and creativity.

[Note – this key support role is found throughout the specialty areas of the Communications department as well as in most regional Communications operations. The actual assignments for individuals vary widely with the result that there are no “key tasks” common to any of them. Thus individuals will perform an assortment of tasks from the list below.]

Tasks:

- Participates in the preparation and execution of media, promotional, community relation and press conference activities.
- Organizes, corrects and maintains electronic database to provide publicists with up-to-date media information.
- Obtains and coordinates promotional and publicity materials from a wide selection of sources including Talent Resources, record labels, performer or production team management and/or agents, writers and producers.
- Ensures the delivery of press kits, program tapes, photography and other program-related materials; arranges for the transportation of actors, producers, publicists and others as necessary for promotional, publicity and outreach activities.
- Duplicates and/or transfers media as required.
- Prepares the on-air promotional schedules for Television and/or Radio based on information provided by senior Communications department staff.
- Inputs and maintains promo information and/or mix lists in on-air inventory and broadcast computer systems.
- Maintains and archives program and publicity files including biographical and photographic materials.
- Liaises with contacts in Master Control, Presentation, Sales and other locations and departments as appropriate to coordinate departmental activities.
- Receives queries, gathers information and responds to audience and/or employee reaction and comment.

Communications Assistant (continued)

- Prepares reports and statistics on audience and/or employee reaction and comment.
- Implements and executes community relations, public relations and sponsorship initiatives.
- Implements and executes employee communications initiatives.
- Reviews, approves, responds to queries, and catalogues Public Service Announcements within CBC policy and guidelines.
- Reviews, submits and makes recommendations on the CBC's online content for search engine registration.
- Submits reports on search engine placement and various page view statistics relating to the CBC's on-line content.
- Provides communications support for internal, external and New Media relations.

Education Required:

Job requires graduation from Community College with a diploma or certificate in Public Relations or Communications, or an equivalent combination of education, training and experience.

Experience Required:

Job requires a minimum of two years of directly related experience that demonstrates excellent communications, interpersonal, organizational and writing skills. Depending on the assignment, knowledge of radio and/or television broadcasting, or internet promotion would be required. Also, knowledge of the French language may be required for some assignments.

February 5, 2003

Communications Officer

Function:

Researches, writes, edits and distributes Communications materials in support of CBC Radio, Television and New Media. Works with both internal and external clients to provide all necessary information in support of marketing, public relations and employee communications activities. Work must conform to, and respect CBC program and journalistic policies, standards and practices, as well as the ethics related to advertising standards. There is a requirement for initiative and creativity, but an important requirement to demonstrate judgment and consistency.

Key Tasks:

- ◆ Researches, gathers, prepares, produces, packages, distributes and/or presents material for internal and/or external communications activities.
- ◆ Researches, writes and/or edits communications material including program listings and information, notes to staff, newsletters, news releases, biographies, promotions, fact sheets, speeches and letters. Coordinates approval and translation of materials when required.
- ◆ Researches information regarding special projects, new initiatives and administrative matters.
- ◆ As required, performs the following tasks:
 - write official responses to a broad range of audience enquiries and reactions;
 - ensure that all correspondence is answered in a timely and accurate manner, consistent with key messages developed within the Communications department;
 - consults with executives, senior programming and Communications management and others, as necessary, to research and prepare responses to controversial and/or difficult issues;
 - write, assemble, schedule and report on public service announcements and on-air radio promotional material.

Education Required:

Job requires graduation from community college with a diploma or certificate in Public Relations or Communications or an equivalent combination of education, training and experience.

Communications Officer (continued)

Experience Required:

Job requires three years' direct experience that demonstrates superior writing, editing and proofreading skills, working knowledge of a wide range of communications and marketing materials, excellent interpersonal and organizational skills and the ability to work under the pressure of deadlines.

February 5, 2003

Composer

Function:

With direction from Designers, performs tasks as a specialist in design and innovates creative solutions in the execution of the Designer's concept. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as collaboration with other design or technical personnel. There are requirements to work in a self-administered environment, and to work on multiple projects under tight deadlines.

Key Tasks:

- ◆ Plans and executes video composites of images, collected from a variety of sources, according to storyboards and art direction. Uses discretion to perform corrections.
- ◆ Develops, manipulates and mixes visual effects in order to produce results consistent with the creative and technical objectives of the production.
- ◆ Provides direction for camera operators to supply appropriate images.
- ◆ Consults with others involved throughout the design and post-production processes of the project to ensure continuity of visual unity, including creative and technical quality.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results. Experiments and devises new methods or approaches.
- ◆ Coordinates numerous projects, maintaining priorities, with attention to detail.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - assist in the training of others.

Compositor (continued)

Education Required:

Requires a superior technical knowledge and understanding of television post-production methods, including the principles of motion, lighting and special effects as well as an understanding of the limits of the broadcast system. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Four years of directly related experience in television post-production, preferably in production editing, including demonstrated experience on projects or programs which required creative and innovative contributions.

April 28, 2004

Consulting Technologist

Function:

Performs tasks as a specialist in maintenance, applying advanced knowledge of current and developing technologies to innovate, develop and apply unique solutions to a very wide range of complex problems. Work is generally performed according to accepted CBC or industry standards but there is very wide latitude for independent action, judgment and initiative with a very high degree of responsibility for accuracy and quality of work. There is a requirement to provide consultation and advice at a senior level in verbal or written form involving complex technical and engineering information as well as production concepts. Duties are performed with minimal direction.

Key Tasks:

- ◆ Provides senior level advice in planning, optimizing and improving facilities and equipment. Devises innovative applications of technology to bring about optimization and improvement.
- ◆ Prepares comprehensive work plans for the development and installation of new equipment or facilities. Ensures work plans are compatible with existing installations and comply with all applicable standards and requirements.
- ◆ Implements authorized work plans, and monitors progress to ensure compliance with the work plans and verifies the results. Advises management of any discrepancies.
- ◆ Advises and guides technologists assigned to the work plans, monitoring their work and assisting in determining their training requirements.
- ◆ Verifies practices and procedures. Ensures compliance with all applicable standards and requirements, develops and recommends new practices and procedures.
- ◆ Estimates costs of new practices and procedures and prepares relevant reports. Writes the required reference documents.
- ◆ Validates quality control procedures and the frequency of application. Evaluates the results.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Consulting Technologist (continued)

Education Required:

Requires advanced knowledge regarding maintenance and design of equipment, systems and associated software technologies. Knowledge is generally gained through Community College graduation as well as additional specialized training that would be equivalent to University graduation, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

Ten years of practical and relevant experience including one year at the level of a Systems Technologist within the CBC.

Additional Requirements:

The collective agreement outlines specific additional requirements.

April 28, 2004

Coordinating Associate Director

Function:

Coordinates and directs the activities of Associate Directors on a regular and ongoing basis while performing the work of an Associate Director on complex television productions in a wide variety of venues. While work is generally performed in accordance with established standards and practices, there is considerable latitude for initiative and independent judgment.

Key Tasks:

- ◆ Coordinates, and assigns duties to Associate Directors who have been assigned to the production.
- ◆ Analyzes, plans, prioritizes and monitors the workload, and assigns the human resources to meet production requirements and deadlines.
- ◆ Performs some Producer and/or Director functions on a continuing basis in addition to regular duties.
- ◆ Provides advice to CBC and independent Producers and/or Directors on specific facility, resource or production requirements, and acts as a liaison for CBC on complex productions.
- ◆ Reads scripts and advises Producer/Director on the running time for all scripts and drafts for rehearsals and production.
- ◆ Reads music scores and/or counts bars of music while simultaneously readying cameras, talent, and technical cues for the Director and crew.
- ◆ Compiles and maintains all blocking notes and shot lists for the Director, camera, sound departments, and actors, on complex productions. Rehearses lines with actors and cues actors' lines during rehearsals and shooting.
- ◆ Exercises responsibility for defined amounts in a production fund.
- ◆ Negotiates with band managers and technicians on productions with multiple band setups, for special musical and technical needs for the production; ensures that these requirements are met. Coordinates band setups and the rental, delivery and tuning of musical instruments.
- ◆ Plans and sets up on-site feed co-ordination suites for complex, live events that continue for more than one day. Provides direction to other technical and production staff, including other Associate Directors, to ensure that all requirements for record, playback and edit elements are updated and ready for broadcast. Ensures that appropriate logs and records are kept for all such elements.
- ◆ Acts as Script Supervisor (continuity) on major film and major film style video productions.

Coordinating Associate Director (continued)

Education Required:

Job requires graduation from Community College with a diploma in Radio and Television Arts or the equivalent.

Experience Required:

Job requires a minimum of five years of relevant, progressive and diversified experience as an Associate Director with one or more substantial organizations in the broadcasting environment.

September 17, 2002

Costume Cutter

Function:

In consultation with Designers, provides specialized design and production guidance, provides leadership for other employees and undertakes the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Work is generally performed according to CBC or industry standards but there is latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Consults with Designers and clients, providing specialized advice.
- ◆ According to the design assignment, breaks down scripts to identify character, scene and continuity requirements.
- ◆ Originates master patterns from Designer's costume concept.
- ◆ Selects and obtains materials, and produces Design elements.
- ◆ Fits and marks material for fabrication or alteration, and cuts material.
- ◆ Restores vintage clothing.
- ◆ Within delegated limits, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to performance, discipline and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Provides input to the estimating process and works within the budget assigned. Monitors deviations and recommends corrective measures.
- ◆ As specified by the Designer or Assistant Costume Designer, conducts research, documents information, and archives information and materials.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the discussion of program needs and costs.

Costume Cutter (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation with specialization in such fields as arts or fashion design, or equivalent industry experience.

Experience Required:

Two years of experience.

April 28, 2004

Design Coordinator

Function:

In consultation with Designers and production personnel, provides specialized design and production guidance, provides leadership for other employees and undertakes the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Work is generally performed according to CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Establishes and maintains external contacts to secure information or make necessary arrangements. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Breaks down scripts to identify scheduling, space and other production requirements.
- ◆ Undertakes reviews of the operations and operating procedures. Submits recommendations for improvements or modifications.
- ◆ Surveys locations, prepares plans and arranges transportation of required equipment and materials. Participates in the discussion of program needs and costs.
- ◆ Within delegated authority and in consultation with supervisors or programs:
 - commits the Corporation in arranging, with outside persons or firms, for the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ Within delegated limits on remotes, hires employees to perform casual work.
- ◆ Within delegated limits, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to performance, discipline and safety.
- ◆ Consults with production personnel concerning the assignment of key staff and reports on their performance.
- ◆ Oversees the set-up, shoot and strike of multiple locations and several crews. May be required to provide functional guidance to personnel of other departments or external suppliers.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Contributes ideas to overcome problems in program preparation.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Design Coordinator (continued)

Education Required:

Requires a superior knowledge and understanding of television program production methods including design and staging craft functions. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through Community College graduation specializing in television or theatrical arts courses, or equivalent industry experience.

Experience Required:

Four years related experience.

April 28, 2004

Designer

Function:

Performs specialized tasks in design, contributing creatively by developing distinctive visual results where the requirements are clear. Work is generally performed according to accepted CBC or industry standards but there is latitude for independent action, judgment and initiative. Duties are usually performed under high pressure and tight deadlines within established program formats.

There may be requirements to achieve results in a self-administered environment.

Key Tasks:

- ◆ Prepares graphics and executes graphics work using the appropriate tools and materials.
- ◆ Assembles, organizes and manipulates visual material, text and fonts from a variety of sources to create graphic elements.
- ◆ Prepares colour separation work for colour key and animated sequences.
- ◆ Maintains the maximum possible visual and technical quality on the program material being handled at all stages of production.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Ensures the proper operating condition of equipment by making the necessary checks, adjustments and alignments according to standard procedures.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - draw animated sequences.
 - seek out and collect visual materials

Education Required:

Requires good knowledge and understanding of the principles of character and image manipulation as well as an understanding of how this craft interacts with others. Requires a university degree in Fine Arts, Architecture, Theatre, Interior Design, Graphic Design, Animation, Computer Graphics or Costume Design.

Experience Required:

Two years experience required.

October 13, 2004

Desktop Support Analyst

Function:

Provides end user support and second level response on Personal Computer systems; diagnoses, troubleshoots and resolves problems relating to Personal Computer hardware and software. Work is governed by CBC Information Technology policies, standards and procedures but there is opportunity for, and an expectation of some degree of creativity and initiative. Specialized advice and guidance are available. There may be some requirement to coordinate the work of others.

Key Tasks:

- ◆ Installs and maintains personal computers, printers and other peripherals, as well as the software designated from time to time as meeting IT standards.
- ◆ Provides support for Personal Computer hardware by troubleshooting hardware problems; when repairs are necessary for out-of warranty units, provides advice as to whether they should be undertaken. Upgrades PC, hardware, operating system and applications as required.
- ◆ Provides support for peripheral devices such as printers and scanners; installs additional components on peripheral(s) as requested or required.
- ◆ Maintains up-to-date knowledge of, and provides second level support for the PC software which IT Management designates from time to time as being fully supported.
- ◆ Provides desktop support for all CBC applications that can be accessed from Personal Computers.
- ◆ Documents in detail, and preferably on a daily basis, all repairs, adjustments, modifications, etc. effected, and/or the status of each action item, in the appropriate reporting system.
- ◆ Escalates recurring or repetitive hardware or software problems to immediate supervisor so alternative approaches can be explored.
- ◆ Assists in the testing and rollout of new PC-based systems and participates in ad hoc projects such as open houses, elections, etc.
- ◆ Consults with users and makes recommendations regarding hardware and/or software requirements or options.
- ◆ Prepares documentation relating to desktop support to assist other IT personnel in their work.

Desktop Support Analyst (continued)

Education Required:

The job requires a Community College diploma in computer sciences, or the equivalent.

Experience Required:

The job requires a minimum of two years of practical and relevant experience in a complex Information Technology environment with particular emphasis on servicing and supporting clients who use personal Computers.

June 17, 2004

Desktop Support Specialist

Function:

Provides appropriate administration (e.g. user rights and access to applications) and support for the network components of computer systems used by clients in the area of assignment. Provides user training and support for the systems used by the clients. Maintains the functionality of those systems and assists in assuring system security and data integrity. Work is governed by CBC Information Technology policies, standards and procedures but there is an expectation that the Specialist will exercise judgment, initiative and creativity. Specialized advice and guidance are available. There is often a requirement to coordinate the work of others to achieve the required results.

Key Tasks:

- ◆ Provides service, maintenance and up-to-date inventory record-keeping for all designated computer hardware in the area of assignment.
- ◆ Provides advice, support and training for the users of all software systems in the area of assignment.
- ◆ Assists in the determination of user training requirements and plans, prepares, organizes and delivers approved systems software training. Where appropriate, writes and maintains user manuals.
- ◆ Assists in the analysis, design and implementation of software systems as they are being developed, expanded or modified.
- ◆ Conducts analysis and writes programming at the application level to support automation, ensure the security of data, and maintain the efficient functionality of systems.
- ◆ Ensures that system application documentation is up-to-date.
- ◆ Provides specialized input to the development, maintenance and administration of the Broadcast Area and Building Area Local Area Networks to ensure that the special needs of clients are satisfied.
- ◆ Provides specialized advice to other technological service groups who may be connecting their facilities to the Broadcast Area LAN to ensure the integrity and efficient operation of systems which may be impacted.
- ◆ In accordance with the procedures established from time to time, communicates with vendors and service suppliers to obtain service and support for desktop services and LAN / WAN connectivity.
- ◆ Maintains comprehensive and up-to-date knowledge of programming, computer languages and desktop related technologies.

Desktop Support Specialist (continued)

Education Required:

The job requires a Community College diploma in computer science, or the equivalent.

Experience Required:

The job requires three years of practical and related experience, at least one of which should be in the area of assignment or one very similar.

June 17, 2004

Dialogue and Effects Editor

Function:

Performs tasks as a specialist in television post production, contributing to programming by producing unique and innovative aural results. Using a combination of sophisticated techniques and professional experience produces an aurally superior product. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed with minimal direction and there are requirements to be self-administered with the expectation of producing desired results within deadlines. Work is normally performed under high pressure.

Key Tasks:

- ◆ Performs sophisticated audio editing to produce complete and positioned dialogue and effects sound tracks for complex programs.
- ◆ Selects, records and edits music, effects and voice-over sound tracks.
- ◆ Selects program material, edits to other tracks and splits dialogue tracks. Edits program dialogue.
- ◆ Maintains a current library of sound effects.
- ◆ Assists in achieving artistic and technical excellence of programs by providing specialized consultation and advice.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Attend post-production mixing sessions to provide advice regarding problems and solutions.

Dialogue and Effects Editor (continued)

Education Required:

Requires a superior level of technical and craft knowledge, and understanding of television program production and post-production methods. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through Community College graduation in television arts courses, or equivalent industry experience.

Experience Required:

Three years directly related experience within the CBC or at an outside broadcast facility.

April 28, 2004

Director

Function:

Under the authority of a Producer or Executive Producer, directs the activities of participants in a radio or television series, program or segment during rehearsal, recording and/or live broadcast. Work is governed by CBC programming policies, standards and practices but there is wide latitude for creativity, initiative and independent judgment.

Key Tasks:

- ◆ Participates in the planning, conception and development of the series, program or segment being directed.
- ◆ Conceives, plans, develops and directs the presentation elements and program style, ensuring consistency with the program plan and concept.
- ◆ With the approval of the Producer or Executive Producer, chooses program elements and/or participants.
- ◆ Directs staging and rehearsal.
- ◆ Directs the preparation of shooting scripts.
- ◆ Directs the performance of performers, participants, and the production crew.
- ◆ Directs talent, sound and image.
- ◆ Participates in the evaluation of the production and evaluates participants under his/her direction.

Education Required:

Job requires a Community College diploma or the equivalent in learning experience that would result in extensive knowledge of the particular field such as music and variety, drama, sports, or news and current affairs.

Experience Required:

Job requires seven years of directly related experience.

April 24, 2001

Dolly Operator

Function:

Under the direction of the camera operator, Director or other personnel performs tasks as a specialist in drama productions. Creative problem solving is required to solve operational difficulties. Work is generally performed according to accepted CBC or industry standards but there is a requirement for some independent action, judgment and initiative, as well as consultation with other production personnel.

Key Tasks:

- ◆ Assists in achieving the tempo of the shot by controlling the motion of the camera.
- ◆ Feathers the moves, easing the dolly from a dead stop into the desired speed(s) of the moves and returning to a complete stop.
- ◆ Operates hydraulically controlled boom arms.
- ◆ Ensures tracking with performers in order to maintain shot framing.
- ◆ Directs the activities of a crew assigned to lay camera track, ensuring the track is laid straight and level in various kinds of terrain.
- ◆ Lays floor surfaces to ensure suitable smoothness for dollies.
- ◆ Ensures that camera track and floor surfaces are free of noise.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others.
- ◆ Performs all or part of the function or duties of equivalent or lower classifications.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Develop custom apparatus (e.g. jigs).

Dolly Operator (continued)

Education Required:

Requires a good knowledge and understanding of television program production methods including staging and related design craft functions. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in television arts courses, or equivalent industry experience.

Experience Required:

Four years directly related experience including two years working on film drama shoots at the level of a Senior Radio & TV Assistant.

April 28, 2004

Editor

Function:

Performs editing tasks required in the production of television current affairs and news programs, contributing creatively within the scope and time constraints of the programs, where production requirements are clear. Work is generally performed according to accepted CBC or industry standards but assignments require independent action and initiative. Duties are performed under the direction of producers, reporters or other program personnel, but there may be requirements to work without immediate supervision. Work is usually performed within established program formats and is normally performed under high pressure.

Key Tasks:

- ◆ Edits items from a variety of sources to produce program segments containing images and sound conforming to a fixed format.
- ◆ Selects and evaluates program or other material. Edits and mixes sound and picture, and splits dialogue tracks for library archiving, later post-production work or other purposes.
- ◆ Prepares a complete and accurate edit decision list.
- ◆ Maintains the maximum possible artistic and technical quality on the program material being handled at all stages of production.
- ◆ Selects and adds visual effects existing within the hardware or software.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Selects appropriate equipment and arranges for remote editing set-ups as necessary.
- ◆ Maintains a basic library of stock footage and archival material.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - attend and participate in program story meetings.

Editor (continued)

Education Required:

Requires an excellent knowledge and understanding of television program production and post-production methods, as well as how these crafts interact with the production clients. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Three years related experience within the CBC or in an outside broadcast or post-production facility.

November 30, 2004

Editorial Assistant

Function:

The basic function involves supporting the operation of a newsroom by ensuring the availability of materials and supplies, maintaining the necessary file and information databases, and performing elementary news gathering and production support duties. However, in addition, incumbents will typically be offered opportunities to perform other journalistic assignments through which they are expected to grow and develop. Work is governed by CBC programming and journalistic policies as well as by established procedures. Advice and guidance are constantly provided.

Key Tasks:

- ◆ Performs elementary editorial duties such as making news gathering telephone checks with police and/or fire departments, weather offices, etc.
- ◆ Receives incoming material such as facsimiles, electronic and paper mail, assesses content in terms of relevance and urgency, and distributes to appropriate personnel.
- ◆ Monitors feeds and summarizes the content; monitors newscasts, noting the lineup of items and summarizing the content of each.
- ◆ Carries out electronic prompting of newscasts and news programs.
- ◆ Facilitates the purchase of newspapers and other journalistic material and distributes to appropriate personnel.
- ◆ Copies and distributes lineups and similar program related material.
- ◆ Separates, collates and distributes scripts to facilitate the coordination of production.
- ◆ Picks up materials related to the ongoing editorial and/or production activity and delivers to the appropriate personnel or locations.
- ◆ Sets up and maintains filing systems to be used by newsroom personnel.
- ◆ Maintains supplies of paper, forms and other office materials used in the newsroom. Reports on the breakdown of office equipment and takes necessary action either as delegated or instructed.

Editorial Assistant (continued)

- ◆ As required, performs the following tasks:
 - attend on location and assist with production by shot-listing news items;
 - assist in the production of news clips on location by posing pre-determined questions to interviewee;
 - coordinate, arrange and receive audio reports and participate in the assessment of their sound quality.

- ◆ Additionally, and at the discretion of supervisory or senior newsroom personnel, may be assigned on a varied but limited basis to journalistic tasks including, but not limited to:
 - researching;
 - reporting;
 - writing.

Education Required:

Job requires a university degree or the equivalent.

Experience Required:

Entry-level position – no previous experience required. Incumbents are expected to take advantage of the various mentoring and developmental opportunities available while performing the tasks assigned, to demonstrate their potential for advancement in the journalistic profession.

August 8, 2001

Fabric Specialist

Function:

Performs tasks required in the design crafts. Creative problem solving may be required, where production requirements are clear, to achieve desired results. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as cooperation and consultation with other program, production or design personnel. Establishes and maintains external contacts to secure information or make necessary arrangements. There is a requirement to coordinate the work of others.

Key Tasks:

- ◆ Consults with Designers and Assistant Designers to determine best methods of production and materials to be used. Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Provides cost estimates and keeps records of costs.
- ◆ In consultation with Designers, ensures visual unity.
- ◆ Evaluates design materials to determine if they meet program requirements. Modifies existing stock to suit production requirements.
- ◆ Determines measurements, cuts and sews large drapery items.
- ◆ Fabricates, maintains, repairs, upholsters and alters various types of 'non-drapery' items requiring the use of materials such as fabrics, leathers, tissues and hides.
- ◆ Develops, shapes, alters and restores scenic elements using materials such as fabrics, leathers, tissues and hides.
- ◆ Maintains an inventory of materials and ensures their maintenance, replacement and repair.
- ◆ Maintains a sample room, keeping catalogue files updated. Controls and rents drapery.
- ◆ Arranges transportation of required equipment and materials.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Prepare script breakdown.

Fabric Specialist (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation or equivalent trade school.

Experience Required:

Two years experience.

April 28, 2004

Field Sound Technician

Function:

Performs tasks required in the sound crafts, primarily in field production. Creative problem solving is required to generate aural outputs, where production requirements are clear. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as cooperation and consultation with other program, production or technical personnel. Contact with performers and guests requires discretion in communications and handling. There may be requirements to coordinate the work of others.

Key Tasks:

- ◆ Plans, directs and undertakes audio pickup operations where program demands for audio quality and perspective require pickups at least as complex as natural history and current affairs documentaries or drama.
- ◆ Selects equipment and ensures that facilities and materials are available to meet requirements.
- ◆ Arranges transportation of required equipment and materials.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Evaluates recorded material to determine if it meets approved technical standards.
- ◆ Ensures the proper operating condition of equipment by making the necessary checks, adjustments and alignments according to standard procedures.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - survey remote locations and plan recording assignments.
 - edit audio material
 - arrange for or effect the replacement and repair of facilities and equipment.
 - direct and coordinate the work of other staff assigned to the preparation, set-up, installation and operation of equipment.
 - prepare documentation for international travel.
 - assist in the training of others.

Field Sound Technician (continued)

Education Required:

Requires good knowledge and understanding of television production methods including sound, picture and lighting craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through community college graduation in Television arts courses, or equivalent industry experience.

Experience Required:

One year related experience.

November 30, 2004

Fly Systems Operator

Function:

Performs tasks required in the design and lighting crafts. Creative problem solving may be required, where production requirements are clear. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as cooperation and consultation with other program, production or design personnel. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Examines plans and sketches. Recommends alterations and changes in construction to accommodate the operation of the fly systems and overcome problems or achieve desired results.
- ◆ Operates lighting and staging fly systems during set-up, rehearsal and shooting.
- ◆ Creates show files by inputting and storing required coordinates and parameters to the lighting and staging fly systems. Executes show files for staging fly system.
- ◆ Prepares plans of fly line layouts.
- ◆ Performs basic maintenance on the fly systems. Builds cables for flying scenery or technical equipment and assists in the building and installation of specialized rigging.
- ◆ Observes all safety procedures and ensures that safety standards are applied. Takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Recommends safety procedures.
- ◆ Assists in the flying of performers and other required stunts under direction of the Staging Rigger or Supervising Staging Rigger.
- ◆ Familiarizes others in the operation of fly systems.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Assist in the training of others.

Fly Systems Operator (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and staging craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation specializing in television or theatrical trades or equivalent academic, technical or trade schools.

Experience Required:

One year including some directly related experience within the CBC, in a theatre, or in an outside broadcast or production facility.

April 28, 2004

Generalist – Clerical

Function:

As assigned, performs tasks associated with the clerical support of a unit, department, operation or location. Work routines are well defined; instructions and guidance are available when required. There is little or no requirement to coordinate the work of others.

Key Tasks:

- ◆ Provides general clerical support in the area of assignment. This includes such activities as answering the phone, arranging meetings, preparing and/or distributing documents, photocopying and filing, and basic operation of computers and related equipment.
- ◆ Responds to requests for information, either from knowledge of the operation, available material, limited research or consultation with appropriate people in the area.
- ◆ Conducts routine correspondence; arranges travel and accommodation for others.
- ◆ As assigned, may perform any or all of the following tasks on a routine or exceptional basis:
 - collect and compile scripts, schedules, cast calls, production reports, call sheets and other documents or information related to the production of programs or the operation of the department;
 - calculate and prepare reports, cost sheets and routine contracts;
 - process requests, claims and other transactions according to policy, obtaining authorization as required;
 - operate a petty cash fund;
 - distribute payroll cheques to locally paid personnel;
 - book production facilities, talent, interviewees, musicians and other program and production personnel, or coordinate the booking of boardrooms for meetings or hospitality functions;
 - receive and direct visitors;
 - receive, record and report on, comments from the public;

Generalist – Clerical (continued)

- maintain the inventory of stationery, forms and other related supplies required in the area of assignment;
 - operate, maintain and arrange servicing for forms distribution equipment.
- ◆ As part of growth and career development, as directed and at the discretion of supervisors or designers, may be assigned on a varied but limited basis to execute graphics work including, but not limited to:
- ③ presentation and storyboard preparation;
 - ③ transferring, recording and archiving of graphic related assets;
 - ③ illustration and computer painting;
 - ③ scanning & photo enhancement.

Education Required:

Job requires high school graduation with a certificate, or the equivalent.

Experience Required:

Job requires one year's experience performing tasks relevant to the area of assignment.

November 20, 2004.

Host

Function:

On a continuing and regular basis, performs a leading role in one or more regional or local programs on radio or television. Alternatively, performs a similar role in a radio or television program originating on the network but targeted at a specialized or modest audience according to the norms of the medium. Performs a variety of tasks associated with the preparation and on-air presentation of program material on radio and/or television. The Host can be involved in the development and execution of the program and the direction of the program can often be influenced by his/her specialized knowledge and performance capabilities. Work is governed by CBC programming and/or journalistic policies and standards but there is a requirement for creativity, initiative and independent judgment. Work regularly involves the co-ordination of the activities of others.

Key Tasks:

- ◆ Contributes to the planning, design and organization of program within the context that the program is typically highly formatted; ensures the preparation of material for broadcast. May assume production responsibility for a program or segments of a program.
- ◆ Proposes program ideas, suggests and lines up guests or interviewees, prepares background notes and questions, interviews on or off air, and provides narration and linking continuity between program segments.
- ◆ Interacts extemporaneously with program participants such as guests and interviewees, members of the audience and phone-in callers.
- ◆ Maintains his/her subject matter expertise in fields relevant to the focus of the program(s).
- ◆ Participates in public and/or community relations activities as appropriate, to promote the program(s) and/or the Corporation.
- ◆ Reads newscasts and news bulletins.
- ◆ As required, performs the following tasks:
 - act as master of ceremonies, narrator or interviewer on variety, quiz, disc or other programs;
 - voice continuity for programs;
 - conduct research using a variety of sources;
 - edit program material;
 - As required, may perform any other task associated with the function of Announcer.

Host (continued)

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires five years of comparable and relevant experience that demonstrates knowledge of the broadcasting industry and an understanding and awareness of issues and events particular to the region and/or the type of program being hosted.

October 15, 2004

Library Assistant

Function:

Assists in the provision of library and information services to program and administrative clients. Advice and guidance are readily available.

Key Tasks:

- ◆ Ensures the accurate and timely receipt and distribution of broadcast material and/or scheduling instructions between or among various sources such as production houses, advertising agencies or clients, and other CBC internal departments. Advises appropriate people or areas when materials are missing.
- ◆ Inputs information into the appropriate computer systems. Cross checks computer inventory records to ensure accuracy.
- ◆ Maintains appropriate databases established to track broadcast materials.
- ◆ Maintains an up-to-date filing system and performs other related tasks to facilitate the smooth operation of the library.
- ◆ Cleans film, tape, records and/or discs, when required.
- ◆ Duplicates or transfers media as required.
- ◆ Assists production staff in the use of the library.
- ◆ Generates routine and specialized library and inventory reports and distributes to appropriate departments on a regular basis. Reports any problems regarding the library data to senior staff.
- ◆ Provides information about the status of broadcast materials to appropriate outside clients in a timely and accurate manner.
- ◆ As required, performs the following tasks:
 - prepare film for transfer to tape; repair and edit when necessary

Library Assistant (continued)

- screen film and/or tape with production clients.
- request tape transfers; deliver and/or arrange for the delivery of tapes. Follow up to confirm timely and accurate transfer of material; advise appropriate personnel of any tape transfer problems.
- maintain tape libraries for original and duplicate tapes. In consultation with appropriate senior staff, dispose of, recycle and/or return material to outside clients as necessary.
- deliver materials to the transportation service and/or arrange for special deliveries.

Education Required:

Job requires a Community College degree or diploma in archival science, library techniques, records management or the equivalent. Depending on the assignment, some specialized skill or knowledge, such as the ability to read music or knowledge of current affairs, may be required.

Experience Required:

Entry-level position – no previous experience required. Incumbents are expected to take advantage of the various mentoring and developmental opportunities available while performing the tasks assigned, to demonstrate their potential for advancement.

December 13, 2002

Library Coordinator

Function:

Oversees and provides library and information services to programming and administration clients. Provides leadership and professional advice and guidance to library staff. Creates plans for the development of future services and the preservation of materials. The Coordinator also ensures that library materials and information are easily accessible and that comprehensive information and advice and guidance are available to library users. Work is governed by CBC programming and journalistic policies as well as various agreements governing the possible use of these materials. Broad general guidance is available; there is considerable latitude for, and an expectation of independent judgment and initiative.

Key Tasks:

- ◆ Develops and implements departmental operating goals, plans and priorities in response to programming objectives and service requirements.
- ◆ Prepares budgets consistent with operating plans and recommends capital expenditures when necessary. Administers departmental budgets within delegated authority.
- ◆ Within delegated authority, develops, reviews and amends the criteria for selecting library materials; ensures an appropriate balance, scope and availability of materials in the collection.
- ◆ Negotiates for materials seeking best value for dollars spent; maintains up-to-date knowledge of alternative sources of supply.
- ◆ Establishes standards for cataloguing, ensures catalogue integrity and resolves cataloguing problems.
- ◆ Co-ordinates workflow within the library (ies) and/or archives, determines priorities and assigns staff to meet needs. Schedules employees' work shifts and vacation and makes adjustments to cover other forms of leave.
- ◆ Recommends on staffing and training requirements; participates in the selection of staff and the review of their performance.

Library Co-ordinator (continued)

- ◆ Liaises with users to ensure that the library and/or archive services meet their needs and that they understand library/archive policies, procedures and the various forms of information access.
- ◆ Maintains up-to-date knowledge of available external databases and resources and communicates that knowledge to librarians.
- ◆ Monitors operational performance; maintains records and prepares reports on departmental activity.
- ◆ Ensures that library /archive equipment is properly maintained and serviced.
- ◆ As required, performs the following tasks:
 - assist in the execution of commissioned works including, where required, the negotiation of fees with copyists;
 - ensure the maintenance, security and accessibility of CBC-owned musical instruments and equipment; recommend on major repair or purchase;
 - analyze complex production requirements and develop a plan for conducting the necessary research.

Education Required:

Job requires a Masters degree in Library or Information Science, or the equivalent, with the appropriate subject specialty for the assignment (e.g. music, history, archival studies).

Experience Required:

Job requires five years' of comparable and relevant experience. The experience must demonstrate extensive knowledge of cataloguing, new technology, information retrieval systems and, depending on the assignment, extensive knowledge of Canadian history, politics music, the arts, news and current affairs and/or radio and television broadcasting.

Modified through the validation process – May 30, 2001.

Lighting Director

Function:

Performs tasks as a specialist in the lighting craft, contributing to programming by innovating unique visual results. Uses a combination of techniques and professional experience to produce a visually superior product. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as cooperation and consultation with other program, production or technical personnel. Duties are performed under direction but there may be requirements to be self-administered with the expectation of producing desired results within deadlines.

Key Tasks:

- ◆ Provides lighting direction in the production of television shows or other types of visual productions.
- ◆ Develops lighting effects in order to produce results consistent with the creative and technical objectives of the production.
- ◆ Directs the activities of personnel assigned to assist.
- ◆ Consults with other specialists involved in the program project to ensure the best visual unity, including creative and technical quality, throughout the production.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires good technical and craft knowledge, and understanding of television program production methods including picture and lighting craft functions. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Four years related experience.

April 28, 2004

Makeup Artist/Hairdresser

Function:

Performs makeup and hairdressing tasks required in the design crafts. Creative problem solving may be required, where production requirements are clear, to devise new methods and techniques. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or design personnel. Contact with performers and guests requires discretion in communications and handling.

Key Tasks:

- ◆ Breaks down scripts.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Consults with the Designer or Supervising Makeup Artist to determine best methods of production and materials to be used.
- ◆ In consultation with the Designer or Supervising Makeup Artist, ensures visual unity.
- ◆ Selects tools and materials, and ensures that they are available to meet program requirements.
- ◆ Provides cost estimates and keeps records of costs.
- ◆ Researches makeup material, tries new techniques and evaluates products.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:

Makeup Artist

- use artistic skill in the application of makeup, including character makeup and prosthetics.
- schedule performers for makeup. Prepare, apply and remove all types of performers makeup. Alter makeup as required.
- evaluate design materials to determine if they meet program requirements.

Makeup Artist/Hairdresser (continued)

Hairdresser

- perform hairstyling on natural hair, wigs and hair pieces.
- handle, apply and be responsible for the care and maintenance of wigs and hairpieces.
- make necessary arrangements for hairdressing

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation with study in relevant courses, or equivalent industry experience.

Experience Required:

One year experience.

April 28, 2004

Marketing and Sales Coordinator

Function:

Coordinates specialized administrative and clerical tasks to meet the requirements of an individual, unit, department, operation or external client. The activities involved are critical to the success of advertising campaigns and the achievement of CBC revenue objectives. There is latitude for, and an expectation of independent judgment and decision-making within the parameters of established operating procedures. Work involves coordinating the activities of persons outside the unit and/or prioritizing, assigning, checking or approving the work of others within the department.

Key Tasks:

- ◆ Interprets guidelines and provides direction, guidance and/or assistance to administrative support or other staff or suppliers, regarding inventory, client scheduling or creative projects.
- ◆ Acts as facilitator to help sales department staff and/or suppliers resolve problems with other internal or external clients or departments. Typically these efforts would lead to the establishment of priorities and deadlines or the successful execution of creative campaigns.
- ◆ Identifies conflicts, issues and concerns, proposes solutions and implements them, after consulting with appropriate areas to avoid any negative impact.
- ◆ Examines proposed marketing strategies or sales initiatives and provides feedback and recommendations regarding any changes to format, process or resource requirement which would improve their chances of success.
- ◆ As required, performs the following tasks:
 - review the scheduling of commercials for high profile events and make any changes required to ensure product protection as well as to maximize commercial revenue;
 - monitor customer service effectiveness, the frequency of operational faults and departmental resource requirements by analyzing and reviewing appropriate data and reports;
 - participate in budget planning and manage the budget forecast;
 - develop and execute promotional material for inclusion in major sales presentations;
 - provide advice and guidance to managers about promotions and promotional activity; negotiate with suppliers for food, equipment, materials and services in support of promotions.

Marketing and Sales Coordinator (continued)

Education Required:

The job requires a level of education equivalent to graduation from community college with emphasis on accounting, statistics, business or marketing, consistent with the area of potential assignment.

Experience Required:

The job requires five years of relevant experience that demonstrates a knowledge and understanding of marketing and sales in the context of the broadcasting industry.

October 10, 2002

Mechanical Rigger

Function:

Performs tasks required in the inspection and maintenance of antennae, towers, transmission lines, and CBC buildings, services and associated equipment. Results and objectives are achieved efficiently and accurately. Creative problem solving may be required to solve operational problems. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as cooperation and consultation with other technical personnel. Establishes and maintains external contacts to secure information or make necessary arrangements. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Inspects and repairs transmission lines, cables, anchors, towers, antennae arrays, and obstruction lighting and control circuits.
- ◆ Constructs, erects and inspects devices used to rig equipment. Inspects own rigging harnesses.
- ◆ Assists outside contractors.
- ◆ Paints towers, antennae and CBC buildings.
- ◆ Maintains and repairs buildings, furniture and hardware.
- ◆ Assists in servicing and maintaining building ventilation and heating equipment.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - inspect and report on the work of outside contractors.
 - maintain and operate motor vehicles.

Education Required:

Requires good general knowledge and understanding of rigging and mechanical maintenance. Knowledge generally gained through secondary school graduation in technically oriented courses, or equivalent industry experience.

Experience Required:

Two years related experience.

April 28, 2004

Media Librarian

Function:

Provides library and information services to program and administrative clients. Work is governed by CBC programming and journalistic policies as well as various agreements governing the possible use of these materials. There is little latitude for independent action but some opportunity for initiative and judgment. Advice and guidance are available. Work may involve the coordination of the activities of others.

Key Tasks:

- ◆ Establishes and maintains a cataloguing system to manage library material and the circulation of materials.
- ◆ Prepares detailed summaries of the content of programs and/or library holdings.
- ◆ Provides program material and/or research information on demand and assists Producers, Researchers, on-air personnel and others in the selection of material and the use of the library.
- ◆ Selects and purchases material for retention in the library; prepares appropriate documentation to ensure payment.
- ◆ Advises program production personnel on the availability of broadcast materials and assists them in obtaining items not available in the library.
- ◆ Researches information using local resources.
- ◆ Ensures the safety, security, preservation, maintenance and availability of broadcast materials and related documents or photographs; recommends replacement and/or new purchases.
- ◆ Manages the disposition and removal of broadcast materials when authorized to do so.
- ◆ Operates equipment required to perform library tasks.

Media Librarian (continued)

- ◆ As required, performs the following tasks:
 - assemble and distribute orchestral music; where necessary, arrange for the copying of CBC commissions;
 - provide information and prepare documentation concerning live or recorded music for copyright clearance purposes;
 - select recorded music for programs and prepare simple continuity;
 - screen broadcast material and select stock footage, prepare shot lists, classify and index material;
 - time check records, tapes, compact discs, videodiscs and other pre-recorded sources of program material.

Education Required:

Job requires a University degree in library science or the equivalent. Depending on the assignment, some specialized skill or knowledge, such as the ability to read music or knowledge of current affairs, may be required.

Experience Required:

Job requires two years of comparable and relevant experience.

September 24, 2004.

Mobile Engineer-In-Charge

Function:

Provide overall maintenance, coordination and administration of the Corporation's major multi-camera mobiles or its satellite newsgathering fleet. Provides leadership for other employees, and specialized technical and production guidance to clients and staff. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others to reach departmental or program goals. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Receives, understands and communicates instructions, highly technical information and concepts tactfully in verbal or written form. Works most often in a self-administered environment.

Key Tasks:

- ◆ Coordinates and administers all maintenance and operational aspects of major multi-camera mobiles ensuring they meet the needs of both the Corporation and its clients.
- ◆ Ensures the complete and successful interface of the mobile unit with any internal or external agencies or facilities.
- ◆ Ensures the highest level of customer service in meeting the needs of all clients.
- ◆ Maintains all mobile technical equipment.
- ◆ Acting as a consultant, provides assistance and advice for clients and others in terms of equipment, facilities and personnel. Prepares detailed reports.
- ◆ Within delegated limits, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to performance, discipline and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Maintains familiarity with technical and production capabilities of the mobile unit. Undertakes reviews of maintenance activities, technical standards and operations procedures. Submits recommendations for improvements or modifications.
- ◆ Recommends safety procedures. Plans and maintains safety measures and programs for personnel, property and equipment.
- ◆ Reviews, investigates and verifies reports and institutes any action as necessary.
- ◆ Within delegated authority and in consultation with the supervisor:

Mobile Engineer In Charge (continued)

- commits the Corporation in arranging, with outside persons or firms, for the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ Performs all or part of the function or duties of equivalent or lower classifications.
- ◆ As assigned or required, may perform any or all of the following tasks:
- Provide specialized assistance and work in close consultation with Technical Producers, operating staff, clients, Engineers and Technologists.

Education Required:

Requires a superior knowledge and understanding of mobile maintenance and production methods including sound, picture and lighting. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through Community College graduation in an appropriate discipline, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

Seven years multi-camera mobile experience including qualification as a Senior Maintenance Technologist.

Additional Requirements:

The collective agreement outlines specific additional requirements.

November 30, 2004

Mobile Transmission Technician

Function:

Without immediate supervision but in consultation with the appropriate operations or program centre, performs tasks required for the successful transmission of a technically acceptable signal. Creative problem solving may be required, where production requirements are clear. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as cooperation and consultation with other program, production or technical personnel. Establishes and maintains external contacts to secure information or make necessary arrangements. There is a requirement to coordinate the work of others.

Key Tasks:

- ◆ Surveys remote locations and determines the remote site for installation of equipment required for the coverage of the program to be transmitted.
- ◆ Makes all necessary arrangements to obtain authorization to install equipment close to or at the remote location production site.
- ◆ Using up to four cameras, performs non-sophisticated switching and mixing of audio and video signals.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results
- ◆ Drives transmission vehicles on a daily basis.
- ◆ Ensures safe operation of transmission vehicles and related equipment.
- ◆ Performs all or part of the functions or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - operate vehicles requiring special operating licenses.

Education Required:

Requires good knowledge and understanding of audio and video signal transmission. Knowledge generally gained through community college graduation with specialization in relevant courses, or equivalent industry experience.

May require acquisition of special vehicle operating licenses.

Experience Required:

Two years related experience.

April 28, 2004

Motion Capture Specialist

Function:

Performs tasks as a specialist in motion capture and digital environments (e.g. virtual sets), making technical contributions to productions by the innovation of creative solutions in the execution of program concepts. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative. Duties are generally performed under the direction of Producers, and in collaboration with Directors and other personnel, but there may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Plans and executes technical aspects of motion capture, digital environments and graphics, including their integration, from capture to video output. Ensures data, rendering, display and video outputs meet industry standards.
- ◆ Sets up, calibrates, assigns and uses hardware and software toolsets for capturing, editing and manipulating data for motion capture and virtual set production. Integrates digital environment data with the live-action camera.
- ◆ Ensures the correct placement of markers on performers.
- ◆ Generates representations of live performances by capturing, editing and blending live action motion data. Integrates live action motion data with virtual sets.
- ◆ Coordinates the function of all aspects of motion capture and digital environments during production sessions.
- ◆ Synchronizes audio tracks.
- ◆ Maintains a library of data for motion capture and digital environments.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results. Experiments and devises new methods or approaches.
- ◆ Consults with others involved throughout the production and post-production processes of the project to ensure continuity of creative and technical quality.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Motion Capture Specialist (continued)

Education Required:

Requires advanced understanding of the principles of 2D digital media and 3D character animation (including skeletal structures and facial shape modeling), motion capture and digital environments, and their integration, as well as the technologies used. Knowledge generally gained through community college graduation, or equivalent industry experience.

Experience Required:

Five years of directly related experience.

September 24, 2004

National Account Manager

Function:

Under the general direction of the Senior Sales Manager performs tasks associated with the selling of commercial air time on the English Television Networks, as well as promotions, sponsorships and other specialized sales activities within a highly competitive and sophisticated market, dealing almost exclusively with large advertising agencies. Work is governed by CBC Television Sales policies and practices, CBC commercial acceptance policies, the Broadcasting Act and its Regulations and the conditions attached to the broadcast licences of the various CBC Television stations and networks. Strategic guidance and advice are available but there is wide latitude for, and an expectation of independent judgment, creativity and initiative. Customer expectations are high and accountability is significant; strategic thinking, accuracy, innovation and strong negotiation skills are critical to securing millions of dollars in revenue. Work often involves the coordination of the activities of others and the development of multi-tiered relationships through large media outlets and the customers they represent.

Key Tasks:

- ◆ Using a variety of tools, systems and resources, regularly reviews and analyzes the large base of customer revenue potential and develops strategic account plans for a sophisticated customer base.
- ◆ In a constantly evolving media landscape, anticipates customer turnover and develops incremental and new business opportunities to maintain and grow revenue.
- ◆ Prepares sales presentations, normally encompassing several markets, inventory tiers, products and brand extensions that are typically directed at large advertisers or advertising agencies and intended to persuade customers of the value of purchasing commercial time from CBC. Conducts in-depth account planning, including gaining an understanding of advertising objectives and plans, and compiles research on the customer, its market and activities, competition, and the comparative effectiveness of alternative advertising sources. Anticipates the unique needs of such customers and ensures that they are addressed in the presentation.
- ◆ Delivers presentations to customers (usually advertising agencies) with multiple products and brands, either alone, or with specialized colleagues, using complex data and a variety of sophisticated presentation techniques. Regularly conducts post analysis for presentation to customer.

National Account Manager (continued)

- ◆ Within established parameters, negotiates rates for individual spots, special promotional deals and/or extended advertising campaigns and/or corporate agency agreements encompassing multiple markets and multiple advertisers.
- ◆ Obtains necessary credit information on new customers, monitors the status of customer accounts and, when necessary and appropriate, assists in the collection of overdue payments.
- ◆ Provides all necessary information to administrative personnel to ensure that each order can be properly executed, scheduled, billed, etc.
- ◆ Provides any special information required to ensure that any unique requirements of an order can be met and/or that the specific preferences of a customer can be satisfied.
- ◆ Participates in the establishment of revenue targets and assumes responsibility for achieving them.
- ◆ Maintains up-to-date knowledge of all Canadian markets. This includes information on CBC's competitors, available advertising sources, as well as the activities of customers and their competitors.
- ◆ Maintains records and prepares reports on activities, expenses and any other information required for the efficient operation of the sales department.

Education Required:

The job requires university graduation with emphasis on business and/or marketing and sales, or the equivalent.

Experience Required:

The job requires five years of progressive and relevant experience in sales which demonstrates an in-depth understanding of media-related advertising and strategic marketing in a national or major-market context.

September 30, 2004

National Reporter

Function:

On a continuing and regular basis, performs reporting and editorial assignments for radio, television, or other media which involve the gathering, writing and presentation of information related to national and international issues, the Parliament of Canada, and regional issues judged to be of national import. Work adheres to CBC journalistic and programming policies, standards and practices. General direction is provided but there is a high expectation for initiative and independent judgment. Work regularly requires the co-ordination of the activities of others.

Key Tasks:

- ◆ Gathers and researches information on complex and detailed issues of national significance from a variety of parliamentary, national and/or regional sources.
- ◆ Regularly reports on air, describing events and issues of national significance, and providing in-depth analysis to enhance the understanding of the listener or viewer.
- ◆ Works closely with network program personnel and others in the planning and execution of coverage of significant national events, either for national information programs or specials.
- ◆ Recognizes issues of significance and takes immediate and effective action to ensure an appropriate level of coverage.
- ◆ As required, performs the following tasks:
 - conceive of, and arrange for visual and/or audio effects for items being produced;
 - participate in the preparation, production and presentation of long-form journalistic pieces;
 - direct the work of others.
- ◆ As required, performs any function or task of a lower classification in the on-air group.

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires seven years of comparable and relevant experience, which demonstrates proven ability in the field, and knowledge of the broadcasting industry.

January 23, 2001

Network Control Centre Technician

Function:

According to the specified requirements, performs tasks required for the efficient and accurate delivery, presentation and routing of program material or events to the national Radio or Television Networks. Creative problem solving is required, where presentation requirements are clear, to determine alternatives. Work is generally performed according to accepted CBC or industry standards but there is a requirement for independent action, judgment and initiative in order to solve operational problems. Where instructions or requirements are not clear, relevant personnel are contacted for clarification but independent judgments may be necessary under severe time constraints. Problems or faults are reported clearly and promptly to the relevant authority. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Operates and makes adjustments to ensure proper transmission and reception through satellite transmission systems. Tests, monitors and reports the response and condition of satellite earth transmitters and receivers.
- ◆ Monitors multiple network channels and remote transmitter alarm systems and, as necessary, takes appropriate restoration action.
- ◆ Communicates with common carriers to resolve transmission problems, and with others to distribute information and instructions pertaining to network programming.
- ◆ Checks and verifies the accuracy of Network schedules with those concerned and inserts corrected information.
- ◆ Creates and amends automation files in order to support distribution of on-air feeds.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Coordinate routing of feeds including booking of circuits and facilities.

Network Control Centre Technician (continued)

Education Required:

Requires overall general knowledge of television and radio program production, delivery and presentation methods including basic understanding of production craft functions. Knowledge generally gained through Community College graduation in relevant courses, or equivalent industry experience.

Experience Required:

Three years directly related experience including one year at the level of a Presentation Technician.

April 28, 2004

Network Presentation Coordinator

Function:

Directs the activities of other employees in the presentation and coordination of program elements required by the program schedule. Creative problem solving may be required to solve operating problems where production requirements are clear. Often works independently using judgment and initiative to solve operational problems. Normally works under pressure and independent judgments may be necessary under severe time constraints. Within delegated limits of authority, directs and coordinates the work of staff.

Key Tasks:

- ◆ With minimal immediate guidance from program departments, directs on-air presentation and operates equipment to achieve presentation goals.
- ◆ Aligns and monitors audio and video signals, ensuring adherence to technical standards.
- ◆ Assesses and advises on operational requirements in terms of facilities, personnel and scheduling.
- ◆ Trains new coordinating staff and advises management on their progress.
- ◆ Coordinates presentation and editing facilities.
- ◆ Receives, coordinates, checks and files program and related information.
- ◆ Provides specialized assistance and advice to production and others, and attends meetings to ascertain production and presentation requirements.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - direct day-to-day activities of staff, and initiate shift changes for administrative and coordination staff.

Education Required:

Requires a superior knowledge and understanding of television program presentation methods and functions. Knowledge generally gained through Community College graduation in relevant courses, or equivalent industry experience.

Network Presentation Coordinator (continued)

Experience Required:

Three years directly related experience including one year at the level of a Presentation Technician.

April 28, 2004

News Editor/Presenter (Radio)

Function:

On a continuing and ongoing basis writes, lines up, and presents a blend of local, regional, national, and international news on radio, on the hour. Demonstrates and maintains a high degree of organizational and presentation skills coupled with an ability to focus and work on a quick turnaround basis to tight deadlines. Work adheres to CBC journalistic and programming policies, standards and practices. Advice and guidance are available but initiative and independent judgment are expected. Work can involve the co-ordination of the activities of others and close co-operation with the program unit is essential.

Key Tasks:

- ◆ Using various sources gathers news stories prepared by CBC Reporters at local, regional, national, and international locations.
- ◆ Prepares, determines the lineup of, and reads the hourly newscast on air.
- ◆ Facilitates the flow and sharing of news among local/regional newsrooms and the National Hourly News Desk.
- ◆ Re-writes material as necessary to make it more relevant to a local/regional audience.
- ◆ As required, performs the following tasks:
 - performs technical functions required to self-operate the on-air presentation of hourly newscasts and, when and where required, the half hourly news headline breaks;
 - prepares and reads news headlines on the half hour;
 - obtains and presents on-air, a brief weather capsule and temperatures for the broadcast area;
 - using the Hotsheet or similar source material, promotes upcoming CBC programming;
 - performs live de-briefs of reporters in the field and/or reports on breaking news;
 - files the log for each newscast;
 - edits incoming feeds as necessary;
 - loads voice clips into computer for insertion into the newscast;

News Editor/Presenter (Radio) (continued)

- prepares news for posting to the appropriate CBC web site;
- any task of a Reporter / Editor.

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires a minimum of four years of journalistic experience including work that demonstrates a high degree of presentation skills.

September 17, 2002

Newsworld Production Coordinator

Function:

Directs the activities of other employees in the presentation and coordination of program elements required by the program schedule. Creative problem solving is required in order to achieve the desired program objectives and results, or to solve operating problems. Usually works independently. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Within delegated limits of authority, directs and coordinates the work of staff.

Key Tasks:

- ◆ Directs live programming including on-air personnel and guests.
- ◆ Directs the flow of primary and secondary programming (e.g. split network).
- ◆ Selects, edits and substitutes program segments. Substitutes programs and commercials.
- ◆ Ensures and arranges the recording and transmission of procured programs.
- ◆ Greets, briefs and assists guest interviewees.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires a superior knowledge and understanding of television program presentation functions. Knowledge generally gained through Community College graduation in television arts, or equivalent industry experience.

Experience Required:

Five years directly related experience including one year at the level of a Presentation Coordinator.

April 28, 2004

Operations Analyst

Function:

Operates the computers in the Data Centre and monitors both the systems and the environment to ensure they are within established parameters. CBC Information Technology policies, standards and procedures govern work, however; there is opportunity for, and an expectation of some degree of creativity and initiative. Specialized advice and guidance are available.

Key Tasks:

- ◆ Processes all computer production systems according to established procedures, production commitments and service level agreements.
- ◆ Maintains backup and recovery infrastructure and ensures systems are appropriately backed up. Takes appropriate action to recover data when required.
- ◆ Creates and maintains complete documentation on all reported problems from notification to resolution.
- ◆ Ensures appropriate user access to systems through the issuance of identification codes, the management of security systems and adherence to policy and procedures.
- ◆ Coordinates the flow of equipment in and out of the data centre. Ensures that the inventory system for equipment is accurate and up-to-date.
- ◆ Processes requests for modifications to current system processes and procedures. This may include recycling of services or servers (i.e. reboot). Reports on the success or failure of data centre changes using existing change management tools.
- ◆ Ensures that established service level agreements for availability and performance of designated applications are maintained, by using existing monitoring tools and following established procedures.
- ◆ Maintains the configuration of monitoring tools as applications and/or equipment are added or removed from the data centre.
- ◆ Monitors the environmental health of the data centre. Reports any incidents to building services and coordinates activity with them to make the required changes.
- ◆ Maintains the floor plan showing the location of existing equipment and available space for future installation.
- ◆ Maintains the inventory of electrical power distribution.
- ◆ Assists with new installations; assembles and relocates servers, uninterruptible power sources and other devices.

Operations Analyst (continued)

Education Required:

The job requires a Community College diploma in computer science.

Experience Required:

The job requires two years of practical and relevant experience

June 11, 2004

Presentation Technician

Function:

According to the specified requirements, performs tasks required for the efficient and accurate delivery and presentation of Radio or Television program material or events. Creative problem solving may be required, where presentation requirements are clear. Work is generally performed according to accepted CBC or industry standards but there is a requirement for independent action, judgment and initiative in order to solve operational problems. Where instructions or requirements are not clear, relevant personnel are contacted for clarification but independent judgments may be necessary under severe time constraints. Problems or faults are reported clearly and promptly to the relevant authority. Receives and replies to audience queries. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Prepares, sets up, installs, operates and monitors equipment, automation systems and technical apparatus, including tools used for their modification, testing, repair, or transport.
- ◆ Maintains equipment, software and technical apparatus in a state suitable and available for use by ensuring their proper operating condition, cleanliness and safekeeping. Reports on the quality or state of their readiness.
- ◆ Monitors and controls audio and video signals of various types, ensuring adherence to approved technical standards, and takes appropriate action if quality does not meet those standards. Reports errors, faults or deviations.
- ◆ Checks for routing and availability of program material in accordance with schedules and established procedures. Advises responsible persons of any irregularities.
- ◆ In case of technical or program failure, makes substitutions or adjustments as necessary to maintain continuous service. Keeps records including on-air logs and other documentation related to delivery performance.
- ◆ According to established procedures, ensures the broadcast of messages such as late program changes and emergency bulletins.
- ◆ In the absence of supervisory or management personnel, assists broadcast personnel in solving problems.
- ◆ Advises on the needs and requirements of technical operations in terms of equipment, facilities and personnel.

Presentation Technician (continued)

- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - perform tests, measurements and line-ups, and adjust equipment to maintain maximum operating efficiency.
 - coordinate activities regarding program delivery and presentation.
 - load content and updates to applicable intranet or web site shell

Regional Radio Master Control

- Loads, checks and verifies the accuracy of the Radio Program Schedule and inserts corrected information. Monitors Regional networks including alarm systems.
- Coordinates collection and distribution of Radio program material. Ensures and arranges for the provision of technical facilities, material and feeds.
- Starts up and shuts down transmitters and associated equipment, monitors transmissions, and operates transmitter remote control facilities. Sets up and ensures continuity of various communications circuits.
- Monitors building security systems and provides access to the building after hours. Greets and escorts guests, and receives deliveries.
-

Network Television Master Control

- Checks and verifies TV Master Control schedules, inserts corrections and advises of any discrepancies. Monitors television networks.
- According to TV Master Control and operational schedules, patches, switches, and routes video and audio feeds. Co-ordinates technical adjustment of these feeds with various TV Control Room facilities and other clients.
- Sets up and ensures continuity of various communications circuits.

Presentation Technician (continued)

Presentation Audio Mixer

- Mixes extended, complex and fast-moving live television news and current affairs programming comprised of studio and remote signals where there is a constant requirement to deal with program changes (e.g. line-up decisions), unknown and/or multiple live sources, and other variables.
- Checks and verifies various incoming remote signals while on-air (e.g. cue circuits, guest microphones, et cetera).

Program Integration Technician (Regional Television Stations)

- Checks and verifies the accuracy of playlists and inserts corrected information for multiple channel distribution. Ensures and arranges for the provision of technical facilities, material and feeds.
- According to playlists, monitors multiple Regional Television networks. Monitors alarm systems.

Program Integration Technician (Non-Broadcast Outlets)

- Monitors news and current affairs programming. Selects items for reuse and, when necessary, cuts them to length.
- Within established parameters, during both selection and playback, assesses the content for such things as appropriateness, repetition, timeliness, et cetera. Replaces material that does not fit the parameters.
- Adds elements such as commercials, bumpers, et cetera.

Broadcast Automation Technician (Software Support)

- Receives and responds to calls concerning operational difficulties associated with broadcast automation systems. Assesses problems and takes initial corrective action in accordance with established procedures and parameters.
- Creates and amends automation files to suit client needs for on-air presentation and changes operator configurations.

Presentation Technician (continued)

Education Required:

Requires overall general knowledge of television or radio program production, delivery and presentation methods including basic understanding of production craft functions. Knowledge generally gained through Community College graduation in relevant courses, or equivalent industry experience.

Experience Required:

Three years directly related experience including one year at the level of a Broadcast Technician.

July 6, 2005

Producer

Function:

Plans, conceives, organizes, and/or develops the production and realization of a program segment, program, or series. Work must adhere to CBC journalistic and/or program policies, standards and practices and the Producer is ultimately responsible for ensuring that this occurs. Nevertheless, there is wide latitude for initiative, independent judgment and creativity. There is a regular and ongoing requirement to co-ordinate the work of others.

Key Tasks:

- ◆ Conceives and develops program ideas and concepts. Participates in the preparation of program objectives.
- ◆ Develops the program content including assigning, researching, gathering, writing and/or editing. As required, commissions writing and/or research. Prepares scripts. Determines, the style, pace, tempo, line-up and format of the program.
- ◆ Plans, organizes and co-ordinates the program or the components and/or segments of a program, or programs.
- ◆ Plans, selects and requests, in collaboration with the Unit or Business Manager, the financial and production/resource requirements including the creative contributors and other participants, the material and facilities. During program preparation, production and post-production, is responsible and accountable for exercising budget authority.
- ◆ Exercises editorial responsibility as delegated by Management.
- ◆ Evaluates all facets of a production including the performance of program and production personnel, and freelance contributors.
- ◆ As required, performs the following tasks:
 - direct talent, sound and/or image;
 - select, re-write and/or edit copy or text written by others;
 - ensure, in collaboration with Copyright Clearance Officers or others, the proper and accurate clearance of all material used in the program;
 - determine the order and importance of various elements of a program;

Producer (continued)

- assign, co-ordinate and supervise the work of personnel who contribute to the program or segment for which the Producer is responsible;
- identify, develop and maintain contacts appropriate to the area of assignment;
- oversee internet site design and structure and organize and co-ordinate on-line content;
- oversee the shooting, editing, encoding, digitizing and packaging of digital audio and video for the internet;
- prepare programs for the Internet, including coding, and manipulating images and graphics;
- edit and mix, or direct the editing and mixing of audio and/or visual elements.
- assure the maintenance of a level of communication or rapport with members of the audience which is both feasible and appropriate to the style and nature of the program and participate in this activity as necessary.

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires five years' experience of which three must involve work in broadcasting or a closely related industry, which is directly related to the area of assignment.

Producer (National Line-up or Assignment)

Function:

Generally, plans, conceives, organizes, and/or develops the production and realization of a program segment, program, or series. This Producer, however, typically performs the Line-up, Assignment or Senior Program Editor function on a major news program such as The National, Sunday Report, World Report or The World at Six. Work must adhere to CBC journalistic and/or program policies, standards and practices and the Producer is ultimately responsible for ensuring that this occurs. Nevertheless, there is wide latitude for initiative, independent judgment and creativity. There is a regular and ongoing requirement to co-ordinate the work of others.

Key Tasks:

The tasks performed by a Producer (National Line-up or Assignment Editor) are similar to those performed by a Producer. The compensation distinction is based on the complexity of the work, the impact, both financially and journalistically of the decisions made, the intense pressure of the working environment and skill and experience required of the incumbent.

Education Required:

Job requires a university degree or equivalent with particular emphasis on Journalism, Political Science and /or national or international affairs.

Experience Required:

Job requires seven years' solid journalistic experience of which at least three must involve work in radio and/or television broadcasting.

Producer / Recording Engineer

Function:

Plans, conceives, organizes and/or develops the production and realization of a program segment, program or series and executes the complex technical aspects thereof. Work must adhere to CBC journalistic and/or program policies, standards and practices and the Producer / Recording Engineer is ultimately responsible for ensuring that this occurs. Nevertheless, there is wide latitude for initiative, independent judgment and creativity. There is a regular and ongoing requirement to coordinate the work of others.

Key Tasks:

- ◆ Conceives and develops program ideas and concepts. Participates in the preparation of program objectives.
- ◆ Develops and executes plans to produce aural results consistent with the creative and technical objectives of complex music and drama performance for radio recordings and broadcasts.
- ◆ Plans, selects and requests, in collaboration with the Unit or Business Manager, the financial and production/resource requirements including the creative contributors and other participants, the material and facilities. During program preparation, production and post-production, is responsible and accountable for exercising budget authority.
- ◆ Assigns, coordinates and supervises the work of personnel who contribute to the program or segment for which the Producer / Recording Engineer is responsible.
- ◆ Consults with other involved in the program project to maintain a high level of creativity and ensure optimum aural results and technical quality throughout the production processes.
- ◆ Records, edits and mixes complex music and dramatic program material.
- ◆ Develops, creates and uses audio effects. Uses new technologies and developments to devise and implement treatments and processes.
- ◆ Evaluates all facets of a production including the performance of program and production personnel, talent, and freelance contributors.
- ◆ As required, performs the following tasks:
 - select, re-write and/or edit copy, text or script written by others;
 - ensure, in collaboration with Copyright Clearance Officers or others, the proper and accurate clearance of all material used in the program.

Producer / Recording Engineer (continued)

Body of Knowledge:

The job requires a combination of education and experience equivalent to graduation from University plus seven years practical and relevant experience or graduation from Community College and ten years practical and relevant experience.

Modified through the validation process – September 17, 2002.

Production Audio Mixer

Function:

Performs tasks as a specialist in studio, remote and mobile production, contributing to programming by producing unique and innovative aural results. Using a combination of sophisticated techniques and professional experience produces an aurally superior product. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or technical personnel. Duties are performed under direction but there may be requirements to be self-administered with the expectation of producing desired results within deadlines. Work is normally performed under high pressure.

Key Tasks:

- ◆ Performs sophisticated audio mixing in the production of complex television shows or other types of visual productions.
- ◆ Develops plans to produce aural results consistent with the creative and technical objectives of complex television programs or other types of visual productions. Determines technical and operational requirements to meet those objectives.
- ◆ Directs the activities of personnel assigned to assist.
- ◆ Develops audio effects in order to produce results consistent with the creative and technical objectives of the production.
- ◆ Consults with other specialists involved in the program project to ensure the best aural and visual unity, including creative and technical quality, throughout the production.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires a superior level of technical and craft knowledge, and understanding of television program production methods including sound, picture, and lighting craft functions. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Four years directly related experience.

July 6, 2005

Production Camera

Function:

Performs tasks as a specialist in studio, remote and mobile production, contributing to programming by composing unique visual results. Using a combination of sophisticated techniques and professional experience produces a visually superior product. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or technical personnel. Duties are performed under direction but there may be requirements to be self-administered with the expectation of producing desired results within deadlines. Work is normally performed under high pressure.

Key Tasks:

- ◆ Performs sophisticated picture composition in the production of complex television shows or other types of visual productions.
- ◆ Develops visual effects in order to produce results consistent with the creative and technical objectives of the production.
- ◆ Directs the activities of personnel assigned to assist.
- ◆ Consults with other specialists involved in the program project to ensure the best aural and visual unity, including creative and technical quality, throughout the production.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - create effects such as floating camera shots, real and simulated dolly moves and a wide range of unusual angles using specialized camera tools, lenses and equipment.
 - apply safety standards to jib and camera set-ups and placement. Ensure safety standards are followed.

Production Camera (continued)

Education Required:

Requires a superior level of technical and craft knowledge, and understanding of television program production methods including sound, picture, and lighting craft functions. This includes understanding lenses and lens characteristics, how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through Community College graduation in television arts courses, or equivalent industry experience.

Experience Required:

Four years related experience.

July 6, 2005

Production Designer

Function:

Establishes the master creative design and total visual concept for major dramatic productions (e.g. movies). Performs very specialized design tasks constantly conceiving original and unique artistic works. Using sophisticated techniques and applying professional experience and creative flair, produces an artistically superior product. Imprints a personal unique style adding value to the final product.

Work is generally performed according to accepted CBC or industry standards but there is very wide latitude for independent action, judgment and initiative to resolve problems inherent in highly specialized work such as design concept and production. Works in a self-administered environment producing artistic results within broad guidelines.

Key Tasks:

- ◆ Establishes creative impulse, trust and interdependence with other senior persons in the unit such as the Director of Photography, Director, Producer and Executive Producer.
- ◆ Functions in creative accord with the client, to visualize the script or proposal on paper or by other means, illustrating every scene and sequence. Recommends script changes based on creative, fiscal or other restrictions.
- ◆ Creates visual continuity, balance and dramatic emphasis.
- ◆ Makes presentations using diplomacy and motivation in the discussion of ideas, conclusions, and recommendations to achieve the desired results.
- ◆ Consults with the client to establish operational design budgets, and establishes complete design estimates. Manages the established budget and controls the cost of the project throughout. Monitors deviations and takes corrective measures.
- ◆ Establishes sequential deadlines for timely completion of the project. Identifies staffing levels; selects and coordinates design staff, including other Designers. Reviews their work and makes recommendations on performance.
- ◆ Manages multiple projects simultaneously including the coordination and flow of information and materials necessary to realize the design concept.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Production Designer (continued)

Education Required:

Requires a superior knowledge and understanding of television program production. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Requires a university degree in Fine Arts, Architecture, Theatre, Interior Design, Graphic Design, Animation, Computer Graphics or Costume Design.

Experience Required:

Seven years of directly related experience in television, film or theatre, including demonstrated experience on projects or programs that required creative and innovative contributions.

Special Note:

Because a Production Designer typically works in movie production, the job description uses movies as an example. However there may be other major drama projects that require this work. Such projects would be at least the size and scope of a movie or larger (e.g. Canada: A People's History) requiring a person to do the work in this job description.

October 14, 2004

Production Editor

Function:

Performs specialized editing tasks primarily in the post-production of long-form Current Affairs and some Arts and Entertainment programming, contributing creatively by frequently producing distinctive and innovative visual and aural results. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed under minimal direction from program personnel. There may be requirements to work in a self-administered environment producing single short-term results within constraints.

Key Tasks:

- ◆ Participates in all stages of planning, production and packaging of the programs.
- ◆ Edits long-form Current Affairs programs (e.g. The Nature of Things, The History Project, fifth estate) and Arts and Entertainment (e.g. Street Cents, ZeD, This Hour Has 22 Minutes).
- ◆ Creates and adds new visual material.
- ◆ Creates, edits and mixes new audio elements.
- ◆ Regularly adds textures and effects to images, text and fonts by selecting visual effects existing within the hardware or software.
- ◆ Evaluates and selects segments with regard for pacing, dramatic value and impact.
- ◆ Edits and reassembles segments iteratively to generate video and audio material that delivers maximum effect.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform the following:
 - provide operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.

Production Editor (continued)

Education Required:

Requires a superior level of technical knowledge and understanding of television program production and post-production methods. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Four years including three years directly related editing experience, within the CBC or at an outside broadcast or post-production facility.

May 2, 2005

Production Switcher

Function:

Performs tasks as a specialist in studio, remote and mobile production, contributing to programming by producing unique and innovative visual results. Using a combination of sophisticated techniques and professional experience produces a visually superior product. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as close consultation with Directors. Duties are performed under direction but there may be requirements to be self-administered with the expectation of producing desired results within deadlines. Work is normally performed under high pressure.

Key Tasks:

- ◆ Performs sophisticated switching and mixing of video in the production of complex television shows or other types of visual productions.
- ◆ Develops visual effects in order to produce results consistent with the creative and technical objectives of the production.
- ◆ Directs the activities of personnel assigned to assist.
- ◆ Consults with other specialists involved in the program project to ensure the best aural and visual unity, including creative and technical quality, throughout the production.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - operate other equipment by remote control.

Education Required:

Requires a superior level of technical and craft knowledge, and understanding of television program production methods including sound, picture, and lighting craft functions. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Four years related experience.

July 6, 2005

Program Assistant – Radio

Function:

With appropriate direction from a Producer, an Associate Producer, or other program personnel, performs clerical and entry level tasks in support of the maintenance, retrieval and provision of information and/or the receipt and distribution of production materials for programs and/or program segments. Work is governed by established procedures. Advice and guidance are readily available.

Key Tasks:

- ◆ Responds to requests for, or enquiries about program information, receipt of materials and/or payments.
- ◆ Codes, indexes and/or formats materials for easy retrieval, producing reports as necessary.
- ◆ Sets up and maintains information, databases, files and records; ensures their integrity and, as appropriate, retrieves, circulates or distributes information.
- ◆ Maintains and orders materials and office supplies (books, programming material, periodicals, subscriptions, promotional items, etc.) and completes and processes required documentation.
- ◆ As instructed, arranges facilities and related equipment for production requirements through appropriate departments. Similarly, facilitates incoming or outgoing feeds of programs or program material.
- ◆ Assists in the casting and contracting of personnel.
- ◆ As instructed, prepares scripts, cost sheets and contracts for artists. The preparation of scripts can involve splitting, duplicating, retyping or any other form of preparation and packaging but does not include any form of original writing.
- ◆ Assists Producers and/or other program personnel in the planning, preparation, timing, production and post-production of recorded or live programs or program segments in studio and on location, and completes any necessary documentation.
- ◆ Ensures that program material is available in studio for broadcast.
- ◆ Answers telephones and ensures messages are received and/or delivered.
- ◆ As required, performs the following tasks:
 - arrange for payments and charge-backs;

Program Assistant – Radio (continued)

- conduct routine correspondence;
 - assist in compiling program budget estimates;
 - monitor program schedule to ensure that programming is accurately recorded;
- ◆ Additionally, and at the discretion of supervisory or senior program personnel, may be assigned on a varied but limited basis to program or production tasks including, but not limited to:
- performing and assembling basic research in support of programs;
 - writing and preparing simple scripts;
 - auditing and timing segments of programs noting necessary information and ensuring appropriate revisions have been made;
 - performing simple, routine, and obvious edits;
 - performing tasks associated with the archiving of program material.

Education Required:

Job requires a University degree or the equivalent.

Experience Required:

Entry-level position – no previous experience required. Incumbents are expected to take advantage of the various mentoring and developmental opportunities available while performing the tasks assigned to demonstrate their potential for advancement in the broadcast environment.

Modified through the validation process – March 16, 2004

Note: Please refer to the *List of Agreed Minutes* which reflects an understanding between the Parties with respect to this profile.

Program Assistant – Television

Function:

Performs tasks in support of the production, broadcast, distribution and archiving of television programs or program material. Work is governed by CBC programming and journalistic policies as well as by established procedures. Advice and guidance are available but employees are often required to work with minimal supervision.

Key Tasks:

- ◆ Under the direction of Producers, Associate Producers, Associate Directors, Media Librarians and/or other team personnel, provides support to programs by preparing shoot tapes, shotlisting program material and archiving program material along with any necessary documentation.
- ◆ Following specific instructions from a Producer, Associate Producer or Associate Director, screens and times segments of shows noting necessary information and inputting required key information in databases.
- ◆ Assists Unit Managers with a variety of administrative and clerical tasks including the preparation of cost sheets and contracts for artists.
- ◆ As instructed, prepares, revises and distributes scripts and program-related material. The preparation and/or revision of scripts can involve splitting, duplicating, retyping or any other form of preparation and packaging but does not include any form of original writing.
- ◆ Searches, retrieves and consolidates program information as required; ensures necessary revisions are made to program information material and informs all who need to know of any changes.
- ◆ Conducts routine correspondence.
- ◆ Obtains program information for the Associate Director or Producer.
- ◆ Responds to requests for, or enquiries about program information.
- ◆ Arranges for time and facilities to dub program material.
- ◆ As required or assigned, performs the following tasks:
 - direct the videotaping of graphics;
 - attend production meetings and assist in the planning and preparation of programs, program segments, or program material;

Program Assistant – Television (continued)

- drive talent and production personnel to and/or from various locations;
- pick up and deliver various production elements such as set elements, costumes, musical instruments and food.
- ◆ As required, and where program content is concerned, following the specific instructions of a Producer, Associate Producer or Associate Director, performs the following tasks on a varied but limited basis:
 - select visual and audio material, make appropriate notes and copy or arrange for the copying in an appropriate format;
 - assemble basic research information;
 - attend transcoding sessions, make necessary notes and select required items.

Education:

Job requires graduation from Community College with a diploma in Radio and Television Arts, or the equivalent.

Experience:

Entry-level position – no previous experience required. Incumbents are expected to take advantage of the various mentoring and developmental opportunities available while performing the tasks assigned, to demonstrate their potential for advancement in the broadcast environment.

Modified through the validation process – March 16, 2004

Note: Please refer to the *List of Agreed Minutes* which reflects an understanding between the Parties with respect to this profile.

Programmer / Analyst

Function:

Under the general direction of a project manager or development specialist, analyzes user requests and writes code to produce a new computer system or an upgrade, enhancement or modification to an existing system, and/or supports an existing system. Typically a Programmer / Analyst would be assigned alone to the development of a system of limited complexity or as part of a team developing a large and complex system. Work is governed by CBC Information Technology policies, standards and procedures as well as the detailed specifications related to the specific assignment. Nevertheless there is an expectation that the incumbent will demonstrate judgment, creativity and initiative. Specialized advice and guidance are available. There is little or no requirement to coordinate the work of others.

Key Tasks:

- ◆ Analyzes user requests or specifications provided to determine the precise functionality required, the functionality demanded by any other system with which the intended system will interface, the functionality demanded by the platform on which it is intended to operate, and other possible implications. If necessary, interviews key users to ensure an accurate understanding of the requirements of the system, upgrade, modification and/or enhancement.
- ◆ Using the most appropriate system language or development technology, writes the code to produce the required system, part system, upgrade, modification and/or enhancement.
- ◆ Assists users or other Information Technology colleagues in acceptance testing of newly developed or purchased systems, modifications or upgrades.
- ◆ Configures purchased systems to assure adherence to CBC Information Technology policy, protocols and security requirements. Tests interaction with all interfaces and if necessary, converts and loads data to establish functionality.
- ◆ Prepares complete documentation on each system, part system, upgrade, modification or enhancement produced. The documentation must be in a form appropriate and useful to the user as well as to Information Technology production and operations personnel.
- ◆ Assists with system installation and turnover both to the user and to production.
- ◆ Maintains ongoing support of one or more existing systems by monitoring and optimizing functionality, loading data, performing validity checks, etc. May also provide second line response to user requests for assistance.
- ◆ As required, performs the following tasks:

Programmer / Analyst (continued)

- provide operational workarounds in place of system upgrades or changes;
- provide formal or informal training, either in oral or in written format.

Education Required:

Job requires a Community College diploma in Computer Sciences or the equivalent.

Experience Required:

Job requires three years of practical and relevant experience in a complex, multi-faceted systems environment.

Modified through the validation process – June 17, 2004

Promo Producer / Director

Function:

Conceives, organizes, develops and produces creative and innovative interstitial and other material to promote the CBC and its programs and program series. Work must adhere to CBC program and journalistic policies, as well as accepted advertising standards and practices. Within that context, there is wide latitude for, and expectation of initiative and creativity. There is a regular requirement to coordinate the work of others.

Key Tasks:

- ◆ Meets with clients to discuss and determine the marketing and branding strategy for a program or program series and recommends a creative promotional strategy that will achieve audience targets.
- ◆ Determines the style of promotional announcements based on marketing and branding objectives.
- ◆ Recommends resources necessary for each project and when approved, exercises full budgetary authority and accountability.
- ◆ Determines the content of promotional announcements. Where original material will be used, determines the nature of that material, the medium (film or tape) and the various technical elements and/or effects that will be required.
- ◆ Selects talent carefully to ensure conformity with marketing and branding objectives. Ensure that appropriate documentation is completed.
- ◆ Determines music requirements including modification of existing works or the commissioning of original scores.
- ◆ Determines and directs graphic design elements. Ensures adherence to the graphic standards established for the master brand and sub-brands in the particular program area. Within this framework, creatively exploits the features of the brand to provide new and innovative promotional results.
- ◆ Supervises editing and audio post-production. Directs voice talent in audio sessions.
- ◆ Writes, produces and directs promotional shoots in studio or on location for promos or videos.
- ◆ Ensures that correct information is on the promo before it is approved for air (e.g. day, time, spelling, etc.).
- ◆ Contributes to the development of promotional ideas and concepts in support of marketing strategies.
- ◆ Delivers the required promotional material on time and within the resources allocated.

Promo Producer / Director (continued)

- ◆ As required, performs the following tasks:
 - direct sound and/or image;
 - select, re-write and edit promotional copy or text written by others;
 - ensure the proper and accurate clearance of all material used in a promotional announcement;
 - coordinate and supervise the work of personnel assigned to the production of a promo;
 - edit and mix, or direct the editing and mixing of audio and/or visual elements for on-air promotion;
 - liaise with media departments in matters relating to program promotion;
 - ensure that promos are logged into the appropriate information system;
 - contribute to the creative development of print advertisements when the campaign consists of both print and broadcast media.

Education Required:

Job requires a Community College degree or diploma in television arts or equivalent broadcast production training.

Experience Required:

Job requires a minimum of five years' experience in promo production at a television network preferable including experience as an Associate Producer within the promo production environment at the CBC.

Modified through the validation process – January 16, 2003.

Props and Costumes Storeskeeper

Function:

According to the specified requirements, performs tasks required for the efficient and accurate maintenance, cataloging, control and rental of materials. There is a requirement for creative problem solving. Work is generally performed according to accepted CBC or industry standards, and duties are normally routine, but there is latitude for independent judgment or action. Where instructions or requirements are not clear, relevant personnel are contacted for clarification. Problems or faults are reported clearly and promptly to the relevant authority. There is a requirement to coordinate the work of others.

Key Tasks:

- ◆ Acts as custodian of rentals areas including their ongoing operation and organization. Generates revenue by renting costumes or props to outside clients.
- ◆ Determines, reviews and adjusts prices for rentals and penalty payments.
- ◆ Provides cost estimates. Issues required invoices or receipts to outside clients.
- ◆ Communicates directly and tactfully with clients regarding rental and penalty charges, return of wrong items, late returns, late payments and lost or damaged items.
- ◆ Ensures that all record-keeping and inventory systems are kept current. Catalogues materials and maintains the control system for issuance and return.
- ◆ Processes cash and other financial transactions.
- ◆ Ensures the safety, security and proper storage of rental materials and accessories. Keeps them in a state suitable and available for use by repairing, cleaning, or replacement. Reports on their quality or state of readiness.
- ◆ Within delegated limits, performs these tasks related to rental materials or accessories:
 - manages their removal and destruction
 - authorizes alterations and modifications
 - authorizes expenditures for repair
- ◆ Assists others in the selection of rentals. Suggests ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Ensures the return of rental materials.

Props and Costumes Storeskeeper (continued)

- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following Wardrobe Attendant tasks:
 - assemble costumes and accessories
 - receive and lay out costumes, and act as a dresser
 - launder, dye, clean and press costumes
 - maintain costumes in proper condition during shows

Education Required:

Requires excellent knowledge of materials in assigned rentals area. Knowledge generally gained through secondary school graduation and exposure to related fields, or equivalent industry experience.

Experience Required:

Four years related experience in a design-related area.

November 30, 2004

Provincial / Municipal Affairs Reporter

Function:

The Provincial Reporter performs reporting and editorial assignments for radio, television, or other media that typically involve the gathering, writing and presentation of information related to provincial affairs – specifically but not exclusively – the legislature, the government / opposition parties and politicians (both in office and out), as well as the public service and crown corporations.

The Municipal Reporter performs reporting and editorial assignments for radio, television, or other media that typically involve the gathering, writing and presentation of information related to municipal affairs – specifically but not exclusively – city hall, politicians, as well as the municipal public service and related agencies.

In both cases, work adheres to CBC journalistic and programming policies, standards and practices. Advice and guidance are available but initiative and independent judgment are expected. Work can involve co-ordination of the activities of others and close co-operation with the program unit is essential.

Key Tasks:

- ☞ Develops and maintains a network of contacts at the provincial legislature / city hall as well as an array of recognized experts and authorities able to comment on issues and events which may, from time to time, arise. Ensures that his/her own knowledge of provincial / municipal politics, political history and the individuals involved, is current.
- ☞ Gathers and researches information on political or governmental issues and events; follows issues of significant interest as they develop over a period of time.
- ☞ As assigned, follows and reports on stories and issues emanating from city hall. Develops contacts among recognized experts and authorities who are able to comment on the issues and events that arise. Ensures that his/her own knowledge of municipal politics, history and the individuals involved, is current.
- ☞ Because of his/her expertise, may be assigned from time to time to cover stories and events of significance in the province. While these events may not initially be political in nature they typically assume sufficient import that the government becomes involved.
- ☞ Regularly checks material gathered against other sources to ensure clarity and accuracy of content.
- ☞ Regularly reports on air, describing these events and issues; provides in-depth background information and detailed analysis to enhance the understanding of the listener or viewer.
- ☞ Arranges for, and conducts interviews.

Provincial / Municipal Affairs Reporter (continued)

- ∞ Works closely with program personnel to plan coverage of upcoming events for information programs or specials.
- ∞ Conceives of, and works closely with production personnel to produce innovative and informative audio and/or video effects which aid in the explanation of the issue being presented.
- ∞ Writes introductory and linking continuity for daily reports and news programs. Critically edits material written by others and/or items produced by others.
- ∞ Provides leadership and advice and guidance to colleagues and co-workers; leads by example.
- ∞ As assigned or required, performs any function or task of a Reporter / Editor.

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires a minimum of five years of relevant experience including work that demonstrates the highest standards of journalism and knowledge of the broadcasting industry.

November 24, 2005

Radio & TV Assistant

Function:

Assists persons performing tasks required in the sound, picture, lighting, staging, fabric and drapery crafts. There is limited requirement for creative problem solving. Work routines are well defined with limited latitude for independent judgment or action, and instructions are provided. Where instructions or requirements are not clear, relevant personnel are contacted for clarification.

Key Tasks:

- ◆ Reads plans and instructions.
- ◆ Maintains materials, equipment and tools in a state suitable and available for use by repairing, cleaning, treating or replacing them. Reports on their quality or state of readiness.
- ◆ Ensures that all work areas, equipment and tools are kept clean and that all work is performed in a safe and efficient manner.
- ◆ Loads, transports and unloads materials and equipment as required.
- ◆ Provides orientation or guidance for other employees about duties or assignments, use of materials, and operation of equipment. May assist in the training of others.
- ◆ Records hours of work, assignments and similar documentation required by the Corporation. Keeps other written records.
- ◆ Reports problems or faults clearly and promptly to the relevant authority.
- ◆ With the exception of vehicles requiring special operating licenses, operates motor vehicles and does basic maintenance including inspection and routine servicing of tire pressure, lubrication, battery and various fluid levels. Reports on vehicle maintenance requirements.
- ◆ Performs all or part of the function or duties of an equivalent classification.
- ◆ As assigned or required, may perform any or all of the following tasks:

Radio or Television Technical Assistant

Provides assistance required in the production and transmission of all Radio and Television programming, including:

- gathering, transportation, storage, set-up, dismantling and maintenance of production equipment or facilities

Radio & TV Assistant (continued)

- gathering, transportation, storage, assembly, dismantling, modification and repair of all scenic elements and properties
- performance of simple operating functions using production equipment and tools
- operation and steering of manually-operated devices which position sound or picture equipment to obtain optimum results
- custodial functions such as record-keeping, maintenance of inventory, and safe storage of production equipment, tools, scenic elements, costumes and materials

Staging Assistant

Provides assistance related to outside agencies including:

- arrangements for the pick-up and delivery of props, scenic elements and production equipment
- selection of scenic elements, properties, materials and production equipment
- calculation of charges according to specified rates
- receipt, recording and safe storage of rental payments (cash and cheques)
- initial follow-up of late returns

Fabric Assistant

Provides assistance in the fabric and drapery crafts including:

- preparation, set up, installation and operation of cutting and sewing equipment
- as required, measuring and cutting materials for large fabric items
- sewing large fabric items
- making piping for cushion and upholstery trimming
- performing repairs on various draperies and other fabrics

Radio & TV Assistant (continued)

Education Required:

Requires secondary school graduation in technical and craft oriented courses.

Experience Required:

Six months applicable technical or trade experience.

April 28, 2004

Radio Recording Engineer

Function:

Performs tasks as a specialist in the audio recording, mixing and editing craft, consistently making artistic and innovative contributions to programming. Using sophisticated techniques and applying professional experience and creative flair, produces an artistically superior program or recording. Imprints a unique personal style adding value to the final product. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Contact with performers requires discretion in communications and handling. Duties are performed with minimal direction from program personnel. There are usually requirements to be self-administered with the expectation of producing desired results within deadlines.

Key Tasks:

- ◆ Develops plans to produce aural results consistent with the creative and technical objectives of complex music and drama performance. Determines technical and operational requirements to meet those objectives. Assesses acoustical conditions.
- ◆ Provides acoustical, technical and additional guidance to other personnel. Consults with others involved in the program project to ensure optimum aural results, including creative and technical quality, throughout the production processes.
- ◆ Records, edits and mixes complex music and dramatic material including dialogue editing, sound effects and foley.
- ◆ Uses new technologies to create new treatments, effects and processes.
- ◆ Uses sophisticated techniques to produce masters of original recordings.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires a superior level of technical knowledge and understanding of audio production methods. Knowledge generally gained through community college graduation in recording, broadcasting and electronics, or equivalent industry experience.

Experience Required:

Five years related experience.

April 28, 2004

Regional Computer Support Representative

Function:

Provides first level support to users of CBC computer based systems including telephones, voice-mail and personal computers. Installs and configures software & hardware such as telephones, computers and peripherals. CBC Information Technology policies, standards and procedures govern work, however there is opportunity for, and an expectation of some degree of creativity and initiative. Specialized advice and guidance are available.

Key Tasks:

- ◆ Responds to calls for assistance from users of CBC computer-based systems, including telephones, voice-mail and networks. Provides first line assistance, either by coaching the user in the basic use of the application, or by guiding the user through procedures aimed at diagnosing and resolving the hardware or software problem. If the problem cannot be resolved at this level, refers it to the appropriate specialty area, either inside or outside the CBC, and monitors the issue until it is resolved.
- ◆ Creates and maintains complete documentation on all reported problems from notification to resolution. Uses the Service Management System (Remedy) for logging and tracking the calls.
- ◆ Ensures appropriate user access to systems through the issuance of identification codes, the management of security systems and adherence to policy and procedures.
- ◆ Assists with the installation and configuration of software, software upgrades and hardware such as telephones, computers, peripherals and servers.
- ◆ As required, performs the following tasks:
 - provide on-call support.

Education Required:

The job requires a Community College diploma in Information Technology with emphasis on personal computer support or the equivalent.

Experience Required:

The job requires one year of practical and relevant experience in a complex Information Technology environment with particular emphasis on client service and support.

Remote Area Transmitter Systems Technologist

Function:

Performs tasks as a specialist in maintenance, with a focus on the integration of components within transmission systems. Drawing from professional experience applies advanced knowledge of current and developing technologies to innovate, find and apply solutions to a wide range of complex problems. Designs modifications to existing equipment and systems. Usually works independently. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Has a very high degree of responsibility for accuracy and quality of work. There are often requirements to work in conditions where there is exposure to extreme hazards, severe weather, high voltages, et cetera in an unsupervised remote environment.

Key Tasks:

- ◆ Designs transmission equipment, systems, new modules and sub-systems. Designs modifications to existing equipment, systems and facilities in compliance with appropriate standards.
- ◆ Prepares work plans including a description of the expected results; details of the design or modification; the resources required; all schematic, functional and layout drawings; and detailed operational and maintenance instructions.
- ◆ When work plans are implemented, ensures compliance with the authorized plans.
- ◆ Identifies and establishes safety procedures.
- ◆ Based on equipment and systems performance assessment, makes recommendations for the acquisition and use of equipment and facilities. Recommendations include comprehensive written reports.
- ◆ Determines requirements and makes recommendations concerning the acquisition and use of spare parts.
- ◆ Ensures that employee skills and knowledge are current and appropriate by assessing training requirements; by planning, preparing and delivering training courses; and by ensuring that the instruction is effective.
- ◆ Ensures the ongoing improvement of equipment and systems performance by developing, establishing and documenting maintenance procedures; by determining and applying quality control procedures; and by measuring and evaluating results. Modifies procedures where the results are not adequate.
- ◆ Provides technical documentation, information and specialized advice to production, technical and engineering personnel.

Remote Area Transmitter Systems Technologist (continued)

- ◆ Operates motor vehicles. As required, operates and maintains other specialized types of motor vehicles including snowmobiles, all terrain vehicles, et cetera.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - coordinate the work of others.

Education Required:

Requires advanced knowledge regarding maintenance and design of equipment, systems and associated software technologies. Knowledge is generally gained through Community College graduation as well as additional specialized training that would be equivalent to University graduation, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

Seven years of practical and relevant experience including two years at the level of a Senior Maintenance Technologist within the CBC.

Additional Requirements:

The collective agreement outlines specific additional requirements.

April 28, 2004

Remote Area Transmitter Technologist

Function:

Within the area of assignment, and according to the specified requirements, installs, sets up, operates, modifies, repairs and maintains transmission equipment, facilities and systems. Application of knowledge of current technologies is required, where requirements are clear, in order to solve problems and achieve desired results. Work is generally performed according to accepted CBC or industry standards but there is some latitude for independent action, judgment and initiative according to established procedures. Where instructions or requirements are not clear, relevant personnel are contacted for clarification. Consultation with technicians and other personnel requires comprehension of technical concepts and confirmation that they are understood. Duties are performed under the direction of senior personnel where there is exposure to extreme hazards, severe weather, high voltages, et cetera.

Key Tasks:

- ◆ Installs, troubleshoots, repairs, maintains and modifies transmission equipment, systems and facilities ensuring their proper operating condition.
- ◆ Installs and administers related software and software revisions.
- ◆ Aligns, tests and configures equipment and systems, including the related software, in order to obtain and confirm optimal performance or to identify existing or potential problems.
- ◆ Performs and documents repairs and regular preventive maintenance procedures according to established procedures and Corporate standards.
- ◆ Carries out quality control procedures. Assists in developing quality control procedures.
- ◆ Prepares and corrects documents, schematics, functional drawings, specification tables and layout diagrams. Ensures that appropriate personnel are advised of the changes.
- ◆ Assists listeners and viewers in resolving reception problems.
- ◆ Operates motor vehicles.
- ◆ Guides the development and assists in the training of other employees.
- ◆ Within delegated limits, contacts suppliers for equipment, services or advice.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.

Remote Area Transmitter Technologist (continued)

- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results. Contributes to the development of methods, procedures and designs that will permit a better utilization of equipment or facilitate maintenance.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - troubleshoot and maintain other equipment associated with remote transmitter sites.
 - maintain complete transmitter sites including buildings, grounds and roads.
 - operate and maintain other specialized types of motor vehicles including snowmobiles, all terrain vehicles, et cetera.
 - travel to remote locations under short notice and difficult conditions.
 - climb transmission towers.

Education Required:

Requires overall general knowledge regarding maintenance of transmission equipment, systems and relevant software technologies. Knowledge generally gained through Community College graduation in an appropriate discipline, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

One year.

Additional Requirements:

The collective agreement outlines specific additional requirements.

April 28, 2004

Reporter / Editor

Function:

Performs reporting and editorial assignments related to the gathering, writing and presentation of program material for radio, television or other media. Work is governed by CBC journalistic and programming policies and standards. Advice and guidance are regularly available but there is latitude for initiative and independent judgment. There may be opportunity to co-ordinate the work of others and close co-operation with the program unit is essential.

Key Tasks:

- ◆ Develops and maintains contacts with a variety of sources.
- ◆ Conducts analysis of facts and information gathered and draws conclusions or raises issues requiring further investigation.
- ◆ Prepares and writes scripts, continuity and headlines.
- ◆ Gathers and reports information from various sources.
- ◆ Decides which elements should be included in an item, their order, length and sequence, as well as the method of transition from one element to another.
- ◆ Contributes ideas or program content; participates in the preparation of program objectives.
- ◆ As required, performs the following tasks:
 - critically edit material written by others;
 - determine, in accordance with established routine, the sequence and timing of the elements that make up a newscast which is typically of a pre-determined format and for which the majority of content is supplied;
 - liaise with other staff to ensure required material is available;
 - select music and effects;
 - present information and/or analysis on air in a variety of formats;
 - follow particular areas of current public interest or concern;
 - perform other production or administrative tasks associated with the smooth functioning of the newsroom, program unit or station.

Reporter / Editor (continued)

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires three years of directly related experience that includes proven ability in the field and knowledge of the broadcasting industry. Some individual jobs may require skills in languages other than English. When this is the case, it will be indicated at the time of posting.

Modified through the validation process – March 9, 2001

Research Analyst

Function:

Provides highly specialized analytical and statistical expertise to all areas of the Corporation to support strategic planning, and programming initiatives. Work involves the design, development and production of frequent ad hoc reports to meet special needs as well as the generation of pre-defined reports on a regular basis, using complex statistical analysis. Work is subject only to general review; there is latitude for, and an expectation of independent judgement, decision-making and creativity.

Key Tasks:

- ◆ Meets with clients and/or colleagues to explore needs and establish appropriate reporting content, format, procedures and frequency.
- ◆ Analyzes, manipulates and massages data from a variety of sources including audience research and demographics, market research and client data.
- ◆ Using complex, multi-variate statistical techniques, analyzes and interprets results and synthesizes the information, taking into account, as needed or appropriate, the internal CBC environment and that of the external media or industries. For quantitative data, applies the most suitable statistical techniques and evaluates the statistical validity of the findings.
- ◆ Compiles, reviews and interprets complex data from multiple sources in order to design and produce reports to meet specialized needs. In each case, determines and accesses the most suitable source(s) of information.
- ◆ Identifies trends and opportunities through research and analysis.
- ◆ Presents results of analyses in fully documented form with graphs, charts and tables appropriate to the material and the intended audience. Advises on the interpretation of the data including explanation of the terminology, clarification of the results and, if appropriate, positions the data with respect to relevant historical trends.
- ◆ As required performs the following tasks:
 - monitor data sources to ensure integrity of data;
 - generate new methods of reporting existing data;
 - design survey questionnaires;

Research Analyst (continued)

Education Required:

The job requires professional training in social science research equivalent to a university degree in communication, the social sciences, business and/or marketing and sales.

Experience Required:

The job requires three years of progressive and relevant experience in advertising or broadcasting.

Modified through the validation process – March 10, 2004

Researcher

Function:

Assists in the development and implementation of the program by suggesting ideas and/or possible contributors and seeking out and preparing material for production and presentation. There is some latitude for independent judgment, but work is generally governed by established procedures and practices and performed under the regular direction and/or guidance of a Producer. There is little requirement to co-ordinate the work of others.

Key Tasks:

- ◆ Suggests ideas for, and possible contributors to, programs and/or program segments.
- ◆ Seeks out, obtains, evaluates and organizes information and materials, from individuals and/or varied sources which will contribute to the realization of the program or segment.
- ◆ Seeks out and obtains audio and/or visual elements for programming and production. If necessary, negotiates, within established parameters, the acquisition of audio and/or visual material from internal or external suppliers.
- ◆ Develops and maintain subject files.
- ◆ As required, provides general administrative support to the program unit.
- ◆ As required, performs the following tasks:
 - synthesize and present in writing the results of research activity;
 - vet and edit scripts for accuracy;
 - arrange for guests, commentators, panelists, etc., conduct pre-interviews, evaluate analyze and prepare relevant information;
 - brief hosts.

Education Required:

Job requires a university degree.

Experience Required:

Job requires a minimum of one year of comparable and relevant experience.

Resource Specialist

Function:

Plans for, selects, organizes and acquires or provides personnel, facilities and materials for the production of programs or program elements. Planning responsibilities include pre-production, production, and post-production, following through to format and telecast requirements. General direction is provided but there is latitude for, and an expectation of independent judgment and initiative. Works on multiple projects simultaneously with constant interruption; must adhere to critical deadlines within a live television and tape television production environment. Tact and diplomacy are essential, as decisions must satisfy the needs of several interested parties with varying priorities.

Key Tasks:

- ◆ Participates with Senior Managers, Producers, and Unit Managers in the long and short term planning for productions either by attending meetings or by receiving specific requests. Based on specialized production knowledge and experience, provides advice on cost saving and other possible advantages to the clients. Resolves conflicting resource requests.
- ◆ Identifies and obtains or provides the appropriate personnel, facilities, materials and services for any given production process. In so doing, ensures that resources are available when required and obtained at the best possible price.
- ◆ Negotiates, both inside and outside the Corporation, whether domestic or internationally, for the provision of personnel, services, facilities and materials.
- ◆ Ensures that clients have proper access to facilities provided and that the facilities are in a suitable condition for the intended use.
- ◆ Ensures that scheduling and other reporting systems are updated accurately and in a timely fashion, cost statements are completed, and invoices are processed for payment.
- ◆ Tracks and validates usage of facilities for independent clients.
- ◆ Contributes to the formulation of program budgets.
- ◆ Provides an overview of all production activities and recommends corrective action to accommodate timeline changes or the needs of new and additional productions.

Resource Specialist (continued)

- ◆ Maintains an up-to-date knowledge of all collective agreements and corporate policies.
- ◆ As required, performs the following tasks:
 - maintain and provide all information regarding the telecast of department programs, including telecast formats, billboard, transmission, promo placement and closed captioning. Interpret telecast scheduling needs to ensure formats have been followed and that the Telecast Decision Lists (TDL) are followed accurately for air;
 - assign, direct, co-ordinate and evaluate the work of operations personnel. Provide verbal and written performance reports;
 - troubleshoot feeds in a control room environment;
 - negotiate with foreign broadcasters for the acquisition and/or sale of resources, facilities and materials;
 - ensure that selected personnel report for duty at the proper time and place;
 - ensure the proper functioning, maintenance, shipment and storage of materials and/or facilities provided or acquired;
 - ensure the maintenance of the program inventory on tape and film stock.

Education required:

The job requires graduation from Community College or the equivalent.

Experience required:

The job requires a minimum of five years of relevant experience that demonstrates an in-depth understanding of the television or film production process. Depending on the assignment, knowledge of the following areas could be stressed:

- studio and mobile production activities;
- ENG field operations;
- domestic and international satellite or microwave transmissions;
- post-production processes.

Modified through the validation process – September 17, 2002

Scenic Artist

Function:

Performs tasks required in the design crafts, contributing creatively to programming by generating distinctive artistic results where the Designer's requirements are clear. May be required to perform artwork where instructions are not available. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or design personnel. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Reads instructions and studies plans, sketches, photographs, drawings and models. Interprets these in accordance with the Designer's concept.
- ◆ Paints, sketches and reproduces three dimensional human and architectural forms.
- ◆ Reproduces other forms using the techniques of sculpting, molding and carving.
- ◆ Prepares and applies surfaces, textures, wallpapers, photos and other special treatments on structures and floors.
- ◆ Performs all types of lettering and sign writing.
- ◆ Devises and fabricates stamps, templates, stencils and texture-rollers. Modifies tools.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Mixes and evaluates various materials.
- ◆ Conducts research in the preparation of artwork.
- ◆ Assigns work to other staff on the project. Assists in the training of others.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Perform artwork where no models, plans or sketches are available.

Scenic Artist (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and staging craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation in arts courses, or equivalent industry experience.

Experience Required:

Three years of experience in television, film or theatre.

April 28, 2004

Scenic Carpenter

Function:

According to the specified requirements, performs tasks required in the design crafts for the efficient and accurate production or presentation of program material or events. There is a limited requirement for creative problem solving at a basic design level. Duties are normally routine with some latitude for independent judgment or action. Where instructions or requirements are not clear, relevant personnel are contacted for clarification. Problems or faults are reported clearly and promptly to the relevant authority.

Key Tasks:

- ◆ Reads construction plans, drawings and sketches and makes the necessary calculations and measurements.
- ◆ In accordance with instructions constructs all types of sets, scenic elements and component pieces, including finishing and assembly. Suggests alterations, and upon approval, makes the changes.
- ◆ Cuts, bends, threads and connects pipes and/or tubes.
- ◆ Solders, brazes and welds metal scenic elements.
- ◆ Repairs furniture and other scenic elements.
- ◆ Maintains materials, properties and equipment in a state suitable and available for use by repairing, cleaning, treating or replacing them. Reports on the quality or state of readiness of materials, properties and equipment.
- ◆ Operates, maintains and performs minor repairs to power and hand tools and operates other related equipment.
- ◆ Loads, transports and unloads materials, properties and equipment to and from required locations.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Keeps informed of industry standards and practices by learning operational methods and practices, and by attending courses and instructional sessions.
- ◆ Provides orientation or guidance for other employees about duties or assignments, use of materials, and operation of equipment.

Scenic Carpenter (continued)

- ◆ Performs all or part of the function or duties of an equivalent or lower classifications.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Assist in manufacturing special effects.
 - Assist in the training of others.

Education Required:

Requires overall general knowledge of scenic construction methods. Knowledge generally gained through secondary school graduation with specialization in trades oriented courses, or equivalent industry experience.

Experience Required:

Two years related experience.

April 28, 2004

Scenic Constructor

Function:

Performs tasks required in the design crafts. Creative problem solving is required. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or design personnel.

Key Tasks:

- ◆ Reads and interprets construction plans, drawings and sketches ensuring the accuracy and completion of details in accordance with the Designer's concept.
- ◆ Constructs, alters, repairs, maintains and installs scenic and non-scenic elements as well as moulds and component pieces. Assists in manufacturing special effects.
- ◆ Makes minor alterations and corrections in construction plans, drawings or sketches, and recommends changes required to resolve more complex or difficult problems.
- ◆ Adapts new materials and techniques in construction.
- ◆ Devises and fabricates jigs and aids, and modifies tools.
- ◆ Fabricates with metals including soldering, brazing and welding. Cuts, bends, threads and connects pipes and tubes.
- ◆ Operates, maintains and performs minor repairs to power and hand tools and operates other related equipment.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Perform cabinet-making. Use the techniques of sculpting, carving and finishing.

Education Required:

Requires good knowledge and understanding of television program production methods including design and staging craft functions. Knowledge generally gained through Community College graduation or equivalent academic, technical or trade schools.

Experience Required:

One year.

April 28, 2004

Senior Broadcast Technologist

Function:

Within the area of assignment, and according to the specified requirements, installs, sets up, operates, modifies, repairs and maintains equipment, facilities and systems. Creative problem solving is required in applying knowledge and theory of current technologies to solve problems, to modify existing methods and techniques, or to develop new ones. Work is generally performed according to accepted CBC or industry standards but there is latitude for independent action, judgment and initiative. Has responsibility for accuracy and quality of work. Consultation with technicians and other personnel requires comprehension of technical concepts and confirmation that they are understood. There are often requirements to work in an unsupervised environment.

Key Tasks:

- ◆ Installs, troubleshoots, repairs, maintains and modifies equipment, systems and facilities ensuring their proper operating condition.
- ◆ Installs and administers related software and software revisions.
- ◆ Aligns, tests and configures equipment and systems, including the related software, in order to obtain and confirm optimal performance or to identify existing or potential problems.
- ◆ Performs and documents repairs and regular preventive maintenance procedures according to established procedures and Corporate standards.
- ◆ Carries out quality control procedures. Assists in developing them.
- ◆ Prepares and corrects documents, schematics, functional drawings, specification tables and layout diagrams. Ensures that appropriate personnel are advised of the changes.
- ◆ Guides the development and assists in the training of other employees.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Within delegated limits, contacts suppliers for equipment, services or advice.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results. Contributes to the development of methods, procedures and designs that will permit a better utilization of equipment or facilitate maintenance.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Senior Broadcast Technologist (continued)

- ◆ As assigned or required, may perform any or all of the following tasks:
 - assist listeners and viewers in resolving reception problems.
 - maintain buildings, monitoring systems and related equipment.
 - monitor and guide the technical aspects of work performed by technicians in lower groups.

Education Required:

Requires overall general knowledge regarding maintenance of equipment, systems and relevant software technologies. Knowledge generally gained through Community College graduation in an appropriate discipline, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

Four years of practical and relevant experience including one year at the level of a Broadcast Technologist within the CBC.

Additional Requirements:

The collective agreement outlines specific additional requirements.

May 30, 2005

Senior Character Generator

Function:

As a specialist, performs tasks required in the post-production process, contributing creatively within the scope and time constraints of the program, where production requirements are clear. Work is generally performed according to accepted CBC or industry standards but assignments require independent action and initiative. Duties are normally performed under the direction of program or other personnel, but there may be requirements to work without immediate supervision or to coordinate the work of others. Work is usually performed within established program formats. Work is normally performed under high pressure.

Key Tasks:

- ◆ Assembles, organizes and manipulates visual material, text and fonts from a variety of sources to generate layered program elements containing multiple images that conform to the Producer's concept.
- ◆ Creates fonts that did not previously exist within the system hardware or software.
- ◆ Establishes and sets parameters for visual objects to move on paths not predetermined by the hardware or software.
- ◆ Maintains the maximum possible artistic and technical quality on the program material being handled at all stages of production.
- ◆ Consults with others to ensure continuity of visual presentation.
- ◆ Consults with others to determine requirements necessary to compliment graphics presentation.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - distribute materials or instructions to other locations

Senior Character Generator (continued)

Education Required:

Requires an excellent knowledge and understanding of the principles of character and image manipulation as well as an understanding of how this craft interacts with others. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Three years related experience including one year at the level of a Broadcast Technician (Character Generator) within the CBC or in an outside broadcast or post-production facility.

April 28, 2004

Senior Communications Officer

Function:

Initiates, creates, plans, produces and implements communications projects and/or marketing strategies in support of CBC Radio, Television and New Media. Work must conform to, and respect CBC program and journalistic policies, standards and practices, as well as the ethics related to advertising standards. There is an expectation of initiative and creativity, as well as the requirement to demonstrate good judgment. There is a regular requirement to coordinate the work of others.

Key Tasks:

- ◆ Conceives communications and marketing strategies and projects for Radio, Television and/or New Media in consultation with clients and, upon approval, implements these strategies and projects.
- ◆ Creates and develops promotional concepts and approaches, including conceiving, planning and producing a wide variety of promotional and/or public relations materials.
- ◆ Creates and develops community and media relations strategies and plans, including associated briefs, and implements in accordance with delegated authority or any necessary approvals.
- ◆ Conceptualizes and develops publicity concepts and approaches, including developing and pitching story ideas to appropriate media, developing and producing supporting visual and print materials, organizing publicity activities, directing photoshoots, and handling a wide variety of media inquiries and requests.
- ◆ Ensures appropriate distribution of communication materials including press releases, photos, press kits and signage.
- ◆ Provides organizational, promotional and creative support to external partners and community events, including those sponsored by the CBC and those events in which the CBC takes part.
- ◆ Represents the Corporation as delegated.
- ◆ As required, performs the following tasks:
 - analyze and evaluate audience relations data and provide advice in responding to sensitive audience requests or correspondence;
 - prepare creative briefs;
 - conceive, plan and implement national/regional publicity and outreach tours including media interviews and other promotional or public relations activities for actors, producer and senior management;
 - write Television promotions; write, edit and produce Radio and New Media promotions;

Senior Communications Officer (continued)

- commission photographers, choose locations, props and wardrobe, coordinate unit and gallery shoots, direct photo sessions, select photos and distribute to media outlets, creative services and new media;
- organize, promote and provide communications support for community outreach and stakeholder relations initiatives;
- write multi-use biographies for actors, writers, producers, directors and other key production team members, interviewing each as necessary;
- initiate, write, and place print media advertisements and copy or public relations copy. Write and produce postcards, flyers, brochures, posters, and other print, on-line and collateral promotional materials;
- manage budget on selected projects;
- conceive and develop proposals and create content for complementary material on the internet to enhance print and on-air program information and promotion;
- create site design and structure and organize and coordinate on-line content;
- shoot, edit, encode and package digital audio and video for website;
- organize talent, producers and other participants in on-line promotional activity including chats, contests and on-line interviews;
- provide communications staff with New Media training and technical support in New Media tools and technology.

Education Required:

Job requires graduation from Community College with a diploma or certificate in Public Relations or Communications, or an equivalent combination of education, training and experience.

Experience Required:

Job requires a minimum of five years' direct experience in promotion and marketing. Job also requires demonstrated superior writing skills, leadership, creativity, strategic thinking, planning, organizational ability and interpersonal skills. Depending on the assignment, relevant experience with radio or television broadcasting or with promotional activities on the internet would be required.

Modified following the validation process – February 5, 2003

Senior Designer

Function:

Performs specialized tasks in design by creating distinctive visual elements within the scope and time constraints of a program or project. Work is generally performed according to accepted CBC or industry standards but there is latitude for independent action, judgment and initiative. Duties are usually performed under high pressure and tight deadlines within established program formats.

There may be requirements to achieve results in a self-administered environment on projects where the individual plans, organizes and carries out the work in a manner that meets the project requirements.

Key Tasks:

- ◆ Generates ideas to illustrate editorial content and increase visual interest. Creates original material reflecting those ideas.
- ◆ Modifies, adapts and improvises on concepts provided by others.
- ◆ Conceives, creates and executes still and animated images from brief animation to full background animation.
- ◆ Plans, organizes and directs photographic shoots.
- ◆ Designs logos, typographic and page layouts, signage, pictograms, labeling and packaging for program, print and multi-media.
- ◆ Provides full, detailed and accurate budget estimates and works within the budget assigned. Monitors deviations and takes corrective measures.
- ◆ Consults with others involved throughout the design and production processes to ensure continuity of visual unity.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results. Experiments and devises new methods or approaches.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - design simple sets
 - assist in the training of others.

Senior Designer (continued)

Education Required:

Requires a good knowledge and understanding of television program production. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Requires a university degree in Fine Arts, Architecture, Theatre, Interior Design, Graphic Design, Animation or Computer Graphics.

Experience Required:

Three years of directly related experience.

October 13, 2004

Senior Host

Function:

On a continuing and regular basis, performs a leading role in one or more major programs originating on the radio or television network and targeted at a significant audience according to the norms of the medium. Examples of such programs would include The Current, The National, Marketplace and the Olympics. The Senior Host is inextricably involved in the development and execution of the program; the structure, direction and much of the content is regularly dictated by his/her experience, specialized knowledge and performance capabilities. Typically, the success or failure of the program turns on the input and contribution of the Senior Host. Work is governed by CBC programming and/or journalistic policies and standards but there is significant latitude for, and an expectation of a high degree of creativity, initiative and independent judgment. Work regularly involves the co-ordination of the activities of others.

Key Tasks:

- ◆ Provides a significant creative contribution to the planning, design and organization of programs, and ensures the preparation of material for broadcast. May assist the Producer by assuming production responsibility for segments of a program.
- ◆ Proposes program ideas, suggests and lines up guests or interviewees, all in the context that the program must appeal to a broad national audience. Prepares background notes and questions, interviews on or off air, and provides narration and linking continuity between program segments.
- ◆ Interacts extemporaneously with program personnel such as guests and interviewees of national or international stature, panelists, members of the audience and phone-in callers.
- ◆ Consistently demonstrates exceptional interviewing skills; typically examines complex and sensitive issues of national scope and/or concern with key participants and successfully elicits all critical information.
- ◆ Projects strong personality qualities appropriate to the needs of the program.
- ◆ Works closely with the Producer to ensure a coordinated evolution of the program and his/her own persona and contribution, and to ensure that the program responds in an appropriate manner to the needs and interests of listeners and viewers in all parts of the country.
- ◆ Participates in public and/or community relations activities in all areas of the country according to need and opportunity, to promote the program(s) and/or the Corporation.
- ◆ Maintains his/her subject matter expertise in fields relevant to the focus of the program(s).

Senior Host (continued)

- ◆ As required, performs the following tasks:
 - prepare résumés and voice play-by-play and/or colour commentary at sporting events;
 - act as master of ceremonies, narrator, or interviewer on variety, quiz, disc or other programs;
 - conduct in-depth research using a variety of sources;
 - maintain, or participate in the maintenance of a level of communication or rapport with members of the audience throughout the country which is both feasible and appropriate to the style and nature of the program in question;
 - edit program material;
 - conceive of, and work closely with production personnel to produce complex, innovative and informative audio and/or visual effects which aid in the explanation of the item, issue or event being presented.
- ◆ As required, may perform any other task associated with the function of Announcer.

Education Required:

Job requires a university degree or equivalent. Depending on the assignment, a graduate degree or additional specialized training may be appropriate.

Experience Required:

Job requires seven years of comparable and relevant experience that demonstrates knowledge of the broadcasting industry and a high level of understanding and awareness of national and international issues and events particular to the type of program being hosted.

October 14, 2004

Senior Lighting Director

Function:

Performs tasks as a specialist in the lighting craft, contributing creatively to programming by consistently producing unique and innovative visual results. Using sophisticated techniques and applying professional experience and creative flair, produces an artistically superior program. Imprints a personal unique style on the program adding value to the final product. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed with minimal direction from program personnel. There are often requirements to be self-administered with the expectation of producing desired results within deadlines.

Key Tasks:

Performs all the tasks of a Lighting Director in addition to the following:

- ◆ Develops lighting concepts in order to produce visual results consistent with the creative and technical objectives of productions at least as complex as awards shows (e.g. East Coast Music, Junos), variety specials, major sports events (e.g. Grey Cup, Olympics) and elections.
- ◆ Determines production and operational requirements to meet program objectives.
- ◆ Consults with others involved in the program project to ensure the best aural and visual unity, including creative and technical quality, throughout the production and post-production processes.
- ◆ Assesses power and lighting control requirements.
- ◆ Assigns, directs, coordinates and checks the work of assigned staff and reports on matters related to performance, discipline and safety.
- ◆ Within delegated authority and consistent with budgetary limitations:
 - commits the Corporation in arranging, with outside persons or firms, the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - Obtain electrical permits.
 - Plans and supervise the installation of the power distribution and control systems.

Senior Lighting Director (continued)

Education Required:

Requires a superior level of technical knowledge and understanding of television program production methods including sound, picture, lighting and staging craft functions. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Requires an understanding of electrical code requirements which may include acquisition of appropriate provincial electrical certification (e.g. Full Entertainment or Light Electrical). Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Five years related experience in lighting.

April 28, 2004

Senior Media Librarian

Function:

Provides specialized library and information services to program and administrative clients. Work is governed by CBC programming and journalistic policies as well as various agreements governing the possible use of these materials. Advice and guidance are available but there is latitude for, and an expectation of independent judgment. Work usually involves the co-ordination of the activities of others.

Key Tasks:

- ◆ Performs any or all of the tasks of a Media Librarian.
- ◆ Assists in determining the requirements for the library(ies).
- ◆ Selects and purchases library materials, or assists in the selection and purchase of materials to ensure the needs of CBC programming and administrative support are met.
- ◆ Ensures the development and integrity of the library's information resources; selects items for retention and assigns subject headings.
- ◆ Selects broadcast materials to preserve with the assistance of program and corporate selection criteria.
- ◆ Researches, for programming or administrative units, detailed information that requires an in depth subject knowledge or an in depth knowledge of information sources; assists borrowers by recommending program material.
- ◆ Facilitates user access to collections of research material in other libraries, data-bases and research centres; arranges physical access to these collections or borrows material through interlibrary loan.
- ◆ Maintains up-to-date knowledge of the contents and workings of on-line databases, as well as other libraries and research centres.

Senior Media Librarian (continued)

- ◆ Obtains library material from other sources; arranges for, negotiates and/or obtains program material rights and prepares necessary documentation.
- ◆ Licenses material for use outside the CBC and negotiates the relevant fees.
- ◆ Assigns, co-ordinates and trains library staff and reviews their work.
- ◆ As required, performs the following tasks:
 - arrange for the copying of music not otherwise available;
 - conduct research using advanced library research techniques;
 - clear copyrights.

Education Required:

Job requires a University degree in Library Science, or the equivalent, with the appropriate subject specialty for the assignment (e.g. Music, History, etc.).

Experience Required:

Job requires four years of comparable and relevant experience.

Modified – September 24, 2004.

Senior Production Audio Mixer

Function:

Performs tasks as a specialist in Television audio crafts, making artistic contributions to programming by consistently producing unique and innovative aural results. Using sophisticated techniques and applying professional experience and creative flair, produces an artistically superior program. Imprints a personal unique style on the program adding value to the final product. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed with minimal direction from program personnel. There are sometimes requirements to work in a self-administered environment producing single short-term results within constraints. There is a requirement to coordinate the work of others. Work is normally performed under high pressure.

Key Tasks:

Performs all the tasks of a Production Audio Mixer in addition to the following:

- ◆ Designs and coordinates the installation of mobile, remote and studio set-ups at least as complex as awards shows (e.g. East Coast Music, Junos), variety specials, major sports events (e.g. Grey Cup, Olympics) and elections.
- ◆ Assists in achieving artistic and technical excellence of programs by providing a wide range of specialized consultation and advice.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the program planning.
 - attend post-production mixing sessions to provide advice regarding problems and solutions.

Education Required:

Requires a superior level of technical and craft knowledge, and understanding of television program production and post-production methods. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in recording, broadcasting and electronics, or equivalent industry experience.

Experience Required:

Five years directly related experience, including three years at the level of a Production Audio Mixer within the CBC or at an outside broadcast facility.

April 28, 2004

Senior Production Switcher

Function:

Performs tasks as a specialist in the picture crafts, making artistic contributions to programming by consistently producing unique and innovative visual results. Using sophisticated techniques and applying professional experience and creative flair, produces an artistically superior program. Imprints a personal unique style on the program adding value to the final product. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed with minimal direction from program personnel. There are sometimes requirements to work in a self-administered environment producing single short-term results within constraints. Work is normally performed under high pressure.

Key Tasks:

Performs all the tasks of a Production Switcher in addition to the following:

- ◆ Designs and coordinates the installation of mobile, remote and studio set-ups at least as complex as awards shows (e.g. East Coast Music, Junos), variety specials, major sports events (e.g. Grey Cup, Olympics) and elections.
- ◆ Assists in achieving artistic and technical excellence of programs by providing a wide range of specialized consultation and advice.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the program planning.
 - attend post-production mixing sessions to provide advice regarding problems and solutions.

Education Required:

Requires a superior level of technical and craft knowledge, and understanding of television program production and post-production methods. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Five years directly related experience, including three years at the level of a Production Switcher within the CBC or at an outside broadcast facility.

April 28, 2004

Senior Radio & TV Assistant

Function:

According to the specified requirements, performs tasks required in the sound, picture, lighting and staging crafts for the production or presentation of program material or events. There is a limited requirement for creative problem solving at a general technical or mechanical level. Duties are normally routine or mechanical with some latitude for independent judgment or action. Where instructions or requirements are not clear, relevant personnel are contacted for clarification. Problems or faults are reported clearly and promptly to the relevant authority.

Duties:

- ◆ Assists in planning for, obtaining, preparing and assembling material and equipment to be used.
- ◆ Prepares, sets up, installs and operates equipment and technical apparatus, including tools used for the modification, testing, repair, or transport of materials or equipment.
- ◆ As directed, monitors and controls audio and video signals of various types, ensuring standards for technical or aesthetic quality are maintained.
- ◆ Acts as custodian of a complete technical, equipment, or stock storage area. Ensures the provision, transport and return of equipment or supplies.
- ◆ Maintains materials, properties and equipment in a state suitable and available for use by repairing, cleaning, or replacing them. Reports on the quality or state of readiness of materials, properties and equipment.
- ◆ Prepares and assembles materials and properties for use. Assembles required structures from materials using drawings provided.
- ◆ Operates and maintains all types of motor vehicles (including snowmobiles, all-terrain vehicles, et cetera). May be required to operate vehicles requiring special licensing. May be required to transport passengers.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Keeps informed of industry standards and practices by learning operational methods and practices, and by attending courses and instructional sessions.
- ◆ Provides orientation or guidance for other employees about duties or assignments, use of materials, and operation of equipment. May assist in the training of others.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Senior Radio & TV Assistant (continued)

- ◆ As assigned or required, may perform any or all of the following tasks:
 - rig, maintain and operate staging and production equipment
 - prepare and use cue cards
 - lay out rehearsal areas
 - lay camera track
 - operate lighting equipment and controls where lighting and staging elements are non-complex, or are generally routine or repetitive
 - assist with the operation of lighting equipment where the conditions are varied, uncontrolled or non-routine
 - record, dub, play back and transfer audio and video signals
 - select and play sound effects according to specific instructions
 - operate and steer powered devices which position sound or picture equipment to obtain optimum results
 - operate non-complex audio, communications and public address facilities

Education Required:

Requires overall general knowledge of television and radio program production methods including basic understanding of sound, picture, lighting and staging craft functions. Knowledge generally gained through community college graduation in Radio and Television arts courses, or equivalent industry experience.

Experience Required:

Six months experience.

May 29, 2005

Senior Remote Area Transmitter Technologist

Function:

According to the specified requirements, installs, sets up, operates, modifies, repairs and maintains transmission equipment, facilities and systems. Creative problem solving is required in applying knowledge and theory of current technologies to solve problems, to modify existing methods and techniques, or to develop new ones. Usually works independently. Work is generally performed according to accepted CBC or industry standards but there is latitude for independent action, judgment and initiative. Has responsibility for accuracy and quality of work. There are often requirements to work in conditions where there is exposure to extreme hazards, severe weather, high voltages, et cetera in an unsupervised remote environment.

Key Tasks:

- ◆ Installs, troubleshoots, repairs, maintains and modifies transmission equipment, systems and facilities ensuring their proper operating condition.
- ◆ Installs and administers related software and software revisions.
- ◆ Aligns, tests and configures equipment and systems, including the related software, in order to obtain and confirm optimal performance or to identify existing or potential problems.
- ◆ Performs and documents repairs and regular preventive maintenance procedures according to established procedures and Corporate standards.
- ◆ Carries out quality control procedures. Assists in developing quality control procedures.
- ◆ Prepares and corrects documents, schematics, functional drawings, specification tables and layout diagrams. Ensures that appropriate personnel are advised of the changes.
- ◆ Assists listeners and viewers in resolving reception problems.
- ◆ Guides the development and assists in the training of other employees.
- ◆ Within delegated limits, contacts suppliers for equipment, services or advice.
- ◆ Operates motor vehicles.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results. Contributes to the development of methods, procedures and

Senior Remote Area Transmitter Technologist (continued)

designs that will permit a better utilization of equipment or facilitate maintenance.

- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - troubleshoot and maintain other equipment associated with remote transmitter sites.
 - maintain complete transmitter sites including buildings, grounds and roads.
 - operate and maintain other specialized types of motor vehicles including snowmobiles, all terrain vehicles, et cetera.
 - travel to remote locations under short notice and difficult conditions.
 - climb transmission towers.

Education Required:

Requires overall general knowledge regarding maintenance of equipment, systems and relevant software technologies. Knowledge generally gained through Community College graduation in an appropriate discipline, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

Four years of practical and relevant experience including one year at the level of a Maintenance Technologist within the CBC.

Additional Requirements:

The collective agreement outlines specific additional requirements.

April 28, 2004

Senior Researcher

Function:

Conducts in-depth research, typically into complex and/or detailed subjects, for the development and implementation of a program or program segment. While the work is done under the direction of a Producer, and is generally governed by established procedures and practices, independent judgment and creative initiative are expected. Work often requires co-ordination of the efforts of others.

Key Tasks:

- ◆ With minimal direction, carries out research that requires the analysis and evaluation of complex, detailed and/or specialized material, some or all of which may require particular skills and expertise.
- ◆ Leads research projects. Within the parameters of the program concept, establishes the nature and type of material to be gathered and co-ordinates the work of others who may be assigned to assist.
- ◆ Manages the logistics of complex information-gathering projects. Co-ordinates and/or negotiates the availability of guests/ subjects/ interviewees to ensure the most efficient use of resources.
- ◆ May be assigned to direct non-complex shoots such as basic interviews or the gathering of background visual material, which do not require the presence of the Producer.
- ◆ Performs any of the tasks required of a Researcher.

Education Required:

Job requires a university degree.

Experience Required:

Job requires three years of directly related experience.

Validated – March 9, 2001

Senior Service Centre Analyst

Function:

Provides leadership, advice, guidance and direction to a team of Service Centre Analysts engaged in providing 1st level phone support to clients of the IT Service Centre (part of the Shared Services Organization). CBC Information Technology policies, standards and procedures govern work, however; there is opportunity for, and an expectation of a high degree of creativity, initiative and technical expertise. There is a requirement to supervise the work of others.

Key Tasks:

- ◆ Ensures the effective functioning of the IT Service Centre during his or her shift. Mentors and guides the Service Centre analysts.
- ◆ When necessary, takes over calls from analysts, either due to the complex nature of the issue or the behaviour of the caller. Handles first level complaints acting as supervisor.
- ◆ Schedules staff who rotate on a 7-day, 24-hour shift schedule; covers absences either by arranging for replacements or taking the shift him/herself.
- ◆ Balances workload and assigns work activity; monitors and responds to service level issues.
- ◆ Designs, develops and delivers educational programs to train analysts for the IT Service Centre. Recommends on training needs relevant to future software and service releases.
- ◆ Ensures that requests for change – 'bugs' to existing system functionality – received from Service Centre analysts and clients, meet established operational objectives and business requirements and are recorded and dispatched to the proper technology group.
- ◆ Participates with other IT groups (Quality of Service Group) in the planning, deployment and support of new software and hardware that is deployed throughout the CBC and where the 1st level of support will be to the ITSC.
- ◆ Provides expert advice to clients on the use of approved technology, standards, policies and guidelines.
- ◆ Creates and analyses statistics and service level measurements for the ITSC and presents the results to Management
- ◆ Coordinates the incident and problem management processes for the IT Service Centre. Participates in the changes to, or creation of new support processes in conjunction with other IT departments. Develops the necessary documentation, and trains the Service Centre analysts.
- ◆ Accomplishes service special projects work assigned to them by their direct management.

Senior Service Centre Analyst (continued)

Education Required:

The job requires a Community College degree in Computer Science.

Experience Required:

The job requires four years of practical and relevant experience in an IT service operation which includes small team leadership and involvement in medium duration projects (e.g. 4 to 6 months).

Final version – June 17, 2004

Senior TV Post Production Audio Engineer

Function:

Performs tasks as a specialist in the audio recording and mixing craft, making artistic contributions to the sound design of episodic drama as well as Movies of The Week (MOW), always producing unique and innovative aural results. Using sophisticated techniques and applying professional experience and creative flair, produces artistically superior sound tracks for such projects. Imprints a personal unique style adding value to the final product. Work is generally performed according to accepted CBC or industry standards but there is very wide latitude for independent action, judgment and initiative. Duties are performed with minimal direction from program personnel. There are usually requirements to be self-administered with the expectation of producing desired results within deadlines.

Key Tasks:

Performs all of the tasks of a TV Post Production Audio Engineer in addition to the following:

- ◆ Acts as lead mixer on episodic drama and Movies of the Week.
- ◆ Participates in pre-production planning and project coordination.
- ◆ Coordinates the activities of a team of craftspeople such as dialogue and effects mixers, foley artists, sound effects editors and music editors.
- ◆ Scores music sessions with large orchestras, recording in synchronization with picture.
- ◆ Applies advanced knowledge of current and developing technologies.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires a superior level of technical knowledge and understanding of acoustics and audio production methods. Knowledge generally gained through community college graduation in recording, broadcasting and electronics, or equivalent industry experience. Also requires knowledge of the music industry including instruments, scores, performers, and repertoire.

Experience Required:

Ten years related experience.

April 28, 2004

Senior Videographer

Function:

Performs tasks as a specialist in production, contributing creatively to programming by frequently composing distinctive visuals. Using a combination of sophisticated techniques and professional experience produces a visually superior product. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed under minimal direction from program personnel. There may be requirements to work in a self-administered environment producing single short-term results within constraints.

Key Tasks:

Performs all the tasks of a Videographer in addition to the following:

- ◆ Participates in the planning and production of high profile programs at least as complex as documentary (e.g. The Nature of Things, The History Project), arts (e.g. Opening Night) and drama.
- ◆ Develops shooting and lighting concepts consistent with the creative and technical objectives of these programs.
- ◆ Develops plans for extended shooting assignments. Determines production and operational requirements in order to meet those objectives.
- ◆ Provides lighting direction, lights the subject or scene, and composes program visual material using field cameras. Ensures the material meets technical and aesthetic requirements for editing.
- ◆ Delivers all recorded materials including shot-lists.
- ◆ In the field, performs basic maintenance of equipment.
- ◆ Coordinates the work of other staff assigned to the project.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - set up and operate multi-mic pickups for enhanced aural results.

Senior Videographer (continued)

Education Required:

Requires a superior level of technical knowledge and understanding of television program production and post-production methods. This includes understanding picture composition and lighting. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Five years of specialized experience in the news field or remote broadcasting including two years at the level of a Videographer within the CBC or at an outside broadcast or production facility.

April 28, 2004

Senior Writer

Function:

Gathers information and writes material for presentation on national radio and/or television programs, or via other media. Demonstrates and maintains exceptional skill in writing for broadcast. Work adheres to CBC journalistic and programming policies, standards and practices. Advice and guidance are available but initiative and independent judgment are expected. Work can involve the co-ordination of the activities of others and close co-operation with the program unit is essential.

Key Tasks:

- ◆ Gathers information on issues and events of a regional and/or national significance, from a variety of carefully developed sources.
- ◆ Writes material for presentation on air that describes these issues and events in a clear and concise manner and provides detailed analysis to enhance the understanding of the listener or viewer.
- ◆ Critically edits material written by others and/or items produced by others.
- ◆ Coordinates the exchange of program material.
- ◆ As required, performs the following tasks:
 - any task of a Reporter / Editor;
 - create web site design and structure and organize and co-ordinate on-line content;
 - edit, encode, digitize and package audio and video material for a website using appropriate technologies;
 - prepare programs for the Internet, including coding in an appropriate format and manipulating images and graphics.

Education Required:

Job requires a university degree or equivalent.

Experience Required:

Job requires a minimum of five years of relevant experience including proven ability in the field and knowledge of the broadcasting industry.

Modified through the validation process – September 17, 2002

Service Centre Analyst

Function:

Provides first level response to requests for assistance by IT system users from across the country. Also provides user support by monitoring the Infrastructure System Manager (ISM) system and responding to problems detected by it, or by arranging for user access to the systems they require. Work is governed by Shared Services Organization and CBC Information Technology policies, standards and procedures but there is opportunity for, and an expectation of a certain degree of creativity and initiative. There is often a requirement to coordinate activities with other IT employees, either in the Shared Services Organization or elsewhere in Canada.

Key Tasks:

- ◆ Responds to calls for assistance from users of CBC computer-based systems, including telephones, voice-mail and networks.
- ◆ Provides first line assistance, either by coaching the user in the basic use of the application, or by guiding the user through procedures aimed at diagnosing and resolving the hardware or software problem.
- ◆ If the problem cannot be resolved at this level, records the call in a call-tracking system and refers it to the appropriate specialized area, either inside or outside the CBC. Monitors the issue until it is resolved.
- ◆ May direct clients to appropriate self-support tools or resources.
- ◆ Routinely checks the queue to monitor calls holding.
- ◆ Records all incoming calls in a call-tracking system.
- ◆ Creates and maintains complete documentation on all reported problems from notification to resolution.
- ◆ Ensures appropriate user access to systems through the issuance of identification codes, the management of security systems and adherence to policy and procedures.
- ◆ Assists IT Management in the assessment of hardware and software and in the planning for new acquisitions and/or upgrades for the Shared Services Organization.
- ◆ Assists with the installation and configuration of software remotely, software upgrades and hardware such as telephones, computer and peripherals.

Service Centre Analyst (continued)

Education Required:

The job requires graduation from a Community College with a diploma in computer sciences.

Experience Required:

The job requires two years of practical and relevant experience, including at least six months in a call centre of similar size and complexity.

Final version – June 10, 2004

Set Decorator

Function:

Performs tasks required in the design crafts. Creative problem solving is required. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or design personnel. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Assesses requirements to establish character and decorative mood, and to ensure authenticity of set decoration and props.
- ◆ Surveys locations to ascertain production needs. Prepares script breakdown.
- ◆ Consults Supervising Set Decorators and others to determine best methods of production and materials to be used.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Dresses interior and exterior sets in studio and on location.
- ◆ Locates and acquires all necessary items and materials, including perishables, and ensures that they are available to meet program requirements. Within delegated authority, purchases, rents or leases.
- ◆ Maintains an inventory of items and materials used in the production and ensures their maintenance, replacement and repair.
- ◆ In consultation with the Designer or Supervising Set Decorator, ensures visual unity.
- ◆ Provides cost estimates, monitors budget dispersal and keeps records of costs.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - conduct research on methods and materials.
 - coordinate the work of the set decoration crew.

Set Decorator (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation in television or theatre arts, or equivalent industry experience.

Experience Required:

Two years experience.

April 28, 2004

Sound Effects Specialist

Function:

Performs tasks as a specialist ensuring the successful enhancement of program sound through the creation and addition of sound effects. Contributes to programming by producing unique and innovative aural results. Using a combination of sophisticated techniques and professional experience produces an aurally superior product. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative. Contact with performers requires discretion in communications and handling. Duties are performed under direction but there may be requirements to be self-administered with the expectation of producing desired results within deadlines.

Key Tasks:

- ◆ Assesses requirements and advises the production and mixing personnel.
- ◆ Develops plans to produce aural results consistent with the creative and technical objectives of complex programs. Determines technical and operational requirements to meet those objectives.
- ◆ Sets up, installs and operates audio equipment including enhancement systems.
- ◆ Devises new audio effects and maintains a library of sounds.
- ◆ Consults with other specialists involved in the program project to ensure the best aural unity, including creative and technical quality, throughout the production.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires good knowledge and understanding of audio and sound effects. Knowledge generally gained through community college graduation with specialization in Radio and television arts courses, or equivalent industry experience.

Experience Required:

Four years directly related experience.

April 28, 2004

Sound Reinforcement Mixer

Function:

Performs tasks as a specialist in the audio crafts, ensuring the reinforcement of sound to audiences and performers. There is a requirement for creative problem-solving to overcome acoustical or operational problems. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or technical personnel. Contact with performers requires discretion in communications and handling. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Sets up, installs and operates complex sound reinforcement systems.
- ◆ Assesses acoustical conditions and takes measures to minimize adverse effects.
- ◆ Ensures that amplified sounds meet the requirements of performers, audience and program audio mixer for technical quality, loudness, and clarity.
- ◆ Sets up and operates multiple complicated wireless audio systems.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires good knowledge and understanding of audio and acoustics. Knowledge generally gained through community college graduation in radio and television arts courses, or equivalent industry experience.

Experience Required:

Two years directly related experience.

April 28, 2004

Special Effects Technician

Function:

Performs tasks required in the design crafts. Creative problem solving is required. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or design personnel.

Key Tasks:

- ◆ Suggests and devises special effects to meet program requirements and operates equipment to produce such effects.
- ◆ Prepares script breakdown.
- ◆ Conducts research to determine special effects requirements.
- ◆ Draws plans, simple sketches and wiring diagrams.
- ◆ Procures materials from stores. Purchases or rents within budgetary limitations.
- ◆ Handles or controls live animals, or arranges for handlers.
- ◆ Performs simple sculpting and mold making.
- ◆ Performs basic welding, soldering and pipe fitting.
- ◆ Assists in pyrotechnic functions.
- ◆ Suggests ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Ensures safety procedures are followed. Determines and applies safety limits to special effects equipment and devices.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - survey locations and, in consultation with others, prepare plans and arrange transportation of required equipment and materials.

Special Effects Technician (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and staging craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation in relevant courses or equivalent academic, technical or trade schools.

Experience Required:

One year experience.

April 28, 2004

Specialist – Contract Administration

Function:

Negotiates, prepares, administers and authorizes agreements, contracts, deal memos, licensing fees, and terms and conditions of agreements and/or payments, for departments and/or program areas. Work must conform to CBC programming and administrative policies and practices, collective agreements and relevant legislation and jurisprudence. Nevertheless, there is latitude for, and an expectation of initiative and independent judgment, as well as a requirement for specialized knowledge and analytical skill, since work is subject only to minimal review.

Key Tasks:

- ◆ Under general direction and within delegated authority, negotiates and authorizes any or all of the following: program, personal services, distribution and rights contracts, the procurement of programs, licensing fees and the terms and conditions of agreements.
- ◆ Provides advice and guidance to departments and program areas regarding the applicability of various collective agreements, policies, labour and tax law and copyright legislation to personal services, program acquisition or commercial contracts and/or the rights relating to the broadcast or sale of programming.
- ◆ Monitors the form and nature of contracts over time and makes recommendations for changes in contracting language, format or practices.
- ◆ Determines CBC's rights and obligations regarding broadcast and further use(s) for all program areas involved in, or considering the utilization of copyright materials.
- ◆ Develops and maintains contacts with copyright owners, distributors of programming and outside industry organizations.
- ◆ As required, performs the following tasks:
 - assess in-house, co-produced and independently produced programming for the international marketplace and evaluate marketability in consultation with sales staff;
 - consult with in-house producers on directions and concepts that may be applied/considered for acceptance in the international marketplace;
 - advise filmmakers and distributors regarding the contractual and/or financial obligations inherent in projects either in progress or under consideration;
 - participate in the development of contracting strategies which will facilitate the achievement of CBC program objectives;
 - assign, check and oversee the work of other clerical staff;

Specialist – Contract Administration (continued)

- provide junior staff or others with advice and guidance regarding contracting policies, practices and procedures.

Education Required:

The job requires a University degree in a relevant discipline such as communication or radio and television arts, or the equivalent.

Experience required:

The job requires five years' directly related experience that includes a strong knowledge of business management practices in the broadcasting and associated industries such as film and theatre.

Modified through the validation process – November 26, 2001.

Specialist – Finance and Administration

Function:

Provides highly specialized advice and support to all levels of Management in matters of finance, administration, and related areas or disciplines. Reviews and processes complex transactions and authorizes for payment those contractual obligations that are within delegated authority. Work is subject to limited review and there is wide latitude for independent judgment and decision making within the parameters of CBC Finance and Administration policy and procedures. Work may involve the coordination of the work of others.

Key Tasks:

- ◆ Analyses, investigates and interprets financial data to ensure that the books of account and supporting records are complete and accurate. Advises management of the results of such analyses and, where necessary, recommends appropriate courses of action.
- ◆ Creates financial and management reports to assist both Finance and non-Finance managers in the decision making process.
- ◆ Assists managers in the preparation of planning books and departmental budgets.
- ◆ Approves transactions such as purchase orders, contract payments and journal entries, within authorized limits.
- ◆ Audits expenditures and ensures adherence to corporate and financial policies.
- ◆ Reviews work processes and procedures and recommends improvements.
- ◆ Reviews and processes complex transactions such as lease payments, production and procured contract payments, salary and/or pension payments and program cost recoveries. Creates and maintains the necessary and appropriate documentation to support these transactions.
- ◆ Prepares and uploads data into appropriate financial subsystems; downloads data from various financial systems for incorporation into databases, reports, etc.
- ◆ As required, performs the following tasks:
 - assign, check and oversee the work of other clerical staff;
 - provide junior staff or others with advice and guidance regarding prescribed policies and procedures;
 - negotiate on behalf of the Corporation with outside suppliers regarding prices, quantity and quality.

Specialist – Finance and Administration (continued)

Education Required:

The job requires successful completion of the third level of a professional accounting designation such as Certified General Accountant, Certified Management Accountant or Chartered Accountant.

Experience Required:

The job requires at least three years of related experience which may be acquired either inside or outside the Canadian Broadcasting Corporation.

Validated – July 31, 2001.

Specialist - Marketing and Sales

Function:

Performs specialized administrative and clerical tasks to support an individual, unit, department or operation, or to respond to the requirements of external clients. The activities involved are critical to the delivery of services committed and the maintenance of achieved revenue, and require independent judgment and decision-making within the parameters of established operating procedures. Work involves coordinating the activities of persons outside the unit as well as checking or approving the work of others within the department.

Key Tasks:

- ◆ Analyses, interprets and disseminates data from various sources including audience research demographics, client profiles, program schedule changes, commercial instructions, sales orders and commercial material, to determine the potential impact on the unit, department and/or external client and facilitate decisions regarding on-air presentation. Advises when changes are required to accommodate sales objectives (for example – re-allocation of inventory between tiers) or to meet clients needs (for example – late arriving material).
- ◆ Inputs and manages data such as sales bookings, commercial scheduling instructions, commercial logs, cut-ins, and sales promotions to develop a commercial schedule which meets advertiser commitments and adheres to CBC policies and guidelines.
- ◆ Develops relationships and negotiates with internal and/or external clients to maintain revenue, resolve billing discrepancies or arrange for make-goods, commercial material, program format changes, commercial production or the extension of deadlines.
- ◆ Identifies, through research and investigation, conflicts, issues and concerns (for example – product conflicts, the rejection of commercial material, the need to offer replacement spots) and either resolves, if within accepted parameters, or makes recommendations for resolution including specific timelines where appropriate.
- ◆ As required, performs the following tasks:
 - interpret post-air information and input the status of commercial telecast;
 - determine the placement of commercials within a program. Cross-check against all tiers for commercial conflict and resolve any incidents thus discovered;
 - manage the inventory in the commercial library;
 - create and maintain computer-based files;
 - submit applications for credit approval to the Finance department on behalf of local or national advertisers;

Specialist - Marketing and Sales (continued)

- interpret, apply and ensure adherence to the policies concerning Advertising Standards, and approve or reject new submissions as appropriate;
- view commercial “reels” to ensure that the integrity of product protection is maintained and make any required changes;
- co-ordinate the receipt and production of on-air billboards and ensure that appropriate payment is received;
- gather research and presentation material to support sales proposals;
- analyze the success of client advertising campaigns;
- plan, organize and coordinate internal and external details associated with all major sales functions such as the Fall Launch, Olympic launches, etc.

Education Required:

The job requires a level of education equivalent to graduation from community college with emphasis on accounting, statistics, business or marketing consistent with the area of potential assignment.

Experience Required:

The job requires three years of relevant experience that demonstrates a knowledge and understanding of marketing and sales in the context of the broadcasting industry.

Modified through the validation process – October 10, 2002.

Specialist – Pension and Benefit Administration

Function:

Provides highly specialized advice and support to all levels of Management in matters of pension administration on behalf of the CBC Pension Board of Trustees. Reviews and processes complex transactions and processes payments for contractual and legal obligations that are within delegated authority. All work from this area is subject to review under Pension and Benefit Administration audit guidelines and principles. There is latitude for independent judgment and decision-making within the parameters of CBC Pension Plan and federal pension legislation.

Key Tasks:

- ◆ Interprets and administers the terms of CBC Pension Plan to ensure records are complete and accurate. Analyses and investigates queries and advises Human Resources representatives, legal counsellors, representatives of Life Insurance Companies and government departments of the results.
- ◆ Researches, calculates and processes complex transactions such as buy-back/elective service, credit splitting, reciprocal pension transfers, contribution refunds, transfer values. Ensures appropriate and necessary documentation is completed and maintained to support these transactions and to meet both legal and business obligations.
- ◆ Initiates, calculates and verifies payments of all types of pension entitlements, incentive programs and annuities for retirees.
- ◆ Initiates, verifies and coordinates the information flow for pensioners, dependents and estates under the terms of the insurance and benefit plans.
- ◆ Provides counselling and guidance to employees, retirees and Human Resources personnel on pension matters.
- ◆ Reviews work processes, procedures and recommends and/or assists with improvements.
- ◆ Creates reports for audit purposes, legislated requirements and for submission to Pension Fund Administration, consultants, and internal and external departments.

Specialist – Pension and Benefit Administration (continued)

Education Required:

The job requires successful completion of community college with exposure to accounting principles and Human Resources Management.

Experience Required:

The job requires at least three years of related experience in Pension and Benefit Administration which may be acquired either inside or outside the Canadian Broadcasting Corporation. Knowledge of the specific terms of the CBC Pension Plan is an asset.

Modified through the validation process – November 30, 2001

Specialist – Pension Fund Investment Administration

Function:

Provides highly specialized advice and support to all levels of management in matters relating to the investments of the Pension Fund on behalf of the CBC Pension Board of Trustees. Reviews and processes complex trading transactions, initiates payments and requests of monies due in relation to contractual and legal obligations. Work is subject to limited review and there is wide latitude for independent judgment and decision making in the resolution of issues within the constraints of the Pension Plan By-Laws and Board approved delegation of financial authority, policy and procedures. Work involves the coordination of other individuals inside and outside the investment operation. All trade processing activities are time sensitive apropos securities markets criteria and prerequisites.

Key Tasks:

- ◆ Researches securities for price, capitalization levels, corporate actions, composite index classification, using sophisticated on-line market analytics and quote systems.
- ◆ Confirms and forwards trades on behalf of the Fund and issues instructions for domestic and foreign investments to brokers, financial institutions and custodial banks. This involves the audit of trading tickets, settlement conditions, expenditure and income due, and ensures adherence to investment agreements.
- ◆ Investigates, interprets and updates assets and financial data to ensure that the fund's asset inventory and book of account are complete and accurate.
- ◆ Creates, updates and maintains very complex databases supporting security asset inventory, financial book of record, asset mix compliance, performance and attribution analysis, and risk management control. Involves extracting and uploading data into investment management systems and downloading of data from multiple external sources for integration into internal systems.
- ◆ Prepares specialized standard and non-standard contracts; letters of instruction ensuring compliance with all relevant business agreements, multi-national federal legislation, stock exchange and industry practices, and Pension Board of Trustees guidelines and procedures.
- ◆ Creates investment management and specialized financial reports for analysis.
- ◆ As required, performs the following tasks:
 - prepare, deliver/receive investment undertakings, certificates, closing documents, powers of attorney and resolutions, administer proxies and related voting rights;

Specialist – Pension Fund Investment Administration(continued)

- prepare fiscal year-end audit confirmation documents and report to security commissions, Superintendent of Insurances (Canada) and Investment Dealers Associations (IDA);
- monitor work processes and procedures, and provide advice in the establishment or amendment of operating standards, procedures and business functions.

Education Required:

The job requires high school graduation plus successful accounting training of two years at a recognized college or by means of a CMA or CGA Program and successful completion of the Canadian Securities Institute course.

Experience Required:

The job requires three years of related experience acquired at an insurance company, mutual fund, pension fund or other financial institutions involved in the securities investment industry and markets.

Other:

Incumbent must be bondable.

Validated – December 17, 2002

Staging Rigger

Function:

Performs tasks required in the design crafts. Creative problem solving is required, where production requirements are clear, to devise new methods and techniques. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other program, production or design personnel. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Examines plans and sketches, and constructs and rigs scenic elements.
- ◆ Surveys locations to identify problems and suggest solutions.
- ◆ Makes routine alterations and corrections in construction, and recommends changes required to resolve more complex or difficult problems.
- ◆ Constructs and fabricates rigging and staging machinery and equipment.
- ◆ Operates staging fly systems. Assists in flying performers and other required stunts.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Plans, constructs, erects and inspects scaffolding towers, grids and associated equipment used for the support of technical and staging equipment. Constructs and erects travelers and tracks for scenery and curtains.
- ◆ Ensures safety procedures are followed. Determines and applies safety limits to rigging, staging and technical equipment. Checks the work of assigned staff and reports on matters related to safety.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - direct and coordinate the work of other staff assigned to the preparation, set-up, installation and operation of equipment.
 - assist in the training of others.

Staging Rigger (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through high school graduation specializing in trades oriented courses or equivalent experience.

Experience Required:

Four years experience.

April 28, 2004

Supervising Make-up Artist/Hairdresser

Function:

Assists in achieving Corporation objectives by providing specialized design and production guidance in makeup and hairdressing, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to CBC or industry standards but there is latitude for independent action, judgment and initiative. Contact with performers requires discretion in communications and handling. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ According to the design assignment, breaks down scripts to identify character, scene and continuity requirements.
- ◆ Provides assistance and advice on operational requirements in terms of facilities, equipment and personnel. Provides estimates and statements of costs.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired appearance and results.
- ◆ Within delegated authority and in consultation with others:
 - commits the Corporation in arranging, with outside persons or firms, for the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ On a per program basis, administers and accounts for a production float; keeps budget records.
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Trains new makeup and hairstyling staff and advises management on their progress.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the selection and evaluation of new staff.

Supervising Make-up Artist/Hairdresser (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation with study in relevant courses, or equivalent industry experience..

Experience Required:

Three years experience.

April 28, 2004

Supervising Mechanical Rigger

Function:

Assists in achieving Corporation objectives by providing specialized technical, mechanical and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to CBC or industry standards but there is latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Maintains familiarity with transmitter installations including antennae, towers, transmission lines, buildings and any associated equipment.
- ◆ Provides assistance and advice on operational requirements in terms of equipment, facilities and personnel. Conducts surveys and prepares detailed reports
- ◆ Within delegated limits, plans, assigns, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Undertakes reviews of the operations, operating procedures, technical standards and maintenance activities. Submits recommendations for improvements or modifications.
- ◆ Recommends safety procedures. Plans and maintains safety measures and programs for personnel, property and equipment.
- ◆ Reviews, investigates and verifies reports and institutes any action as necessary.
- ◆ Performs all or part of the function or duties of equivalent or lower classifications.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - provide specialized assistance and work in close consultation with technologists.
 - participate in the selection and evaluation of new staff.

Supervising Mechanical Rigger (continued)

Education Required:

Requires overall general knowledge regarding rigging and tower maintenance.
Knowledge generally gained through secondary school graduation with specialization in technically oriented courses or equivalent industry experience.

Experience Required:

Three years of directly related experience.

April 28, 2004

Supervising Remote Area Transmitter Technologist

Function:

According to the specified requirements, installs, sets up, operates, modifies, repairs and maintains transmission equipment, facilities and systems. Creative problem solving is required in applying knowledge and theory of current technologies to solve problems, to modify existing methods and techniques, or to develop new ones. Usually works independently. Work is generally performed according to accepted CBC or industry standards but there is latitude for independent action, judgment and initiative. Has responsibility for accuracy and quality of work. There are often requirements to work in conditions where there is exposure to extreme hazards, severe weather, high voltages, et cetera in an unsupervised remote environment.

Key Tasks:

Performs all the functions and duties of a Supervising Technologist in addition to the following:

- ◆ Installs, troubleshoots, repairs, maintains and modifies transmission equipment, systems and facilities ensuring their proper operating condition.
- ◆ Installs and administers related software and software revisions.
- ◆ Aligns, tests and configures equipment and systems, including the related software, in order to obtain and confirm optimal performance or to identify existing or potential problems.
- ◆ Performs and documents repairs and regular preventive maintenance procedures according to established procedures and Corporate standards.
- ◆ Carries out quality control procedures. Assists in developing them.
- ◆ Prepares and corrects documents, schematics, functional drawings, specification tables and layout diagrams. Ensures that appropriate personnel are advised of the changes.
- ◆ Assists listeners and viewers in resolving reception problems.
- ◆ Guides the development and assists in the training of other employees.
- ◆ Within delegated limits, contacts suppliers for equipment, services or advice.
- ◆ Operates motor vehicles.

Supervising Remote Area Transmitter Technologist (continued)

- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results. Contributes to the development of methods, procedures and designs that will permit a better utilization of equipment or facilitate maintenance.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - troubleshoot and maintain other equipment associated with remote transmitter sites.
 - maintain complete transmitter sites including buildings, grounds and roads.
 - travel to remote locations under short notice and difficult conditions.
 - climb transmission towers.
 - operate and maintain other specialized types of motor vehicles including snowmobiles, all terrain vehicles, et cetera.

Education Required:

Requires overall general knowledge regarding maintenance of equipment, systems and relevant software technologies. Knowledge generally gained through Community College graduation in an appropriate discipline, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

Five years of practical and relevant experience including one year at the level of a Senior Maintenance Technologist within the CBC.

Additional Requirements:

The collective agreement outlines specific additional requirements.

April 28, 2004

Supervising Production Editor

April 14, 2007

Function:

As a key member of the production team, works closely with production personnel to establish the style and plan for editing and other aspects of major projects. Provides specialized editing guidance, provides leadership for other employees, and undertakes the coordination of assigned projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others.

Performs and directs specialized editing tasks in post-production, ensuring unique and innovative visual results. Imprints a personal unique style on the program adding value to the final product.

Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative.

Key Tasks:

Performs all the tasks of a Production Editor in addition to the following:

- ◆ Interprets concepts in order to produce results consistent with the creative and financial objectives of the production.
- ◆ Working mostly independently, leads and directs the activities of a team of Production Editors and others for individual projects at least the size and scope of a movie.
- ◆ Establishes deadlines for timely completion of the project.
- ◆ Identifies staffing levels; selects and coordinates editing and other staff, and determines daily work schedules. Reviews work of assigned staff and makes recommendations on performance.
- ◆ Provides advice on operational requirements in terms of equipment and facilities.
- ◆ Consults with other specialists involved in the project to ensure the best aural and visual unity, including creative and technical quality.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Supervising Production Editor (continued)

Education Required:

Requires a superior level of technical knowledge and understanding of television program production and post-production methods. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in radio and television arts, or equivalent industry experience.

Experience Required:

Ten years related experience.

Special Note:

The job description uses movies as an example. However there may be other individual projects that require this work and which would be at least the size and scope of a movie (e.g. Canada: A People's History) requiring a person to do the work in this job description.

The job description for Senior Production Editor has been deleted and replaced by Supervising Production Editor.

Supervising Scenic Artist

Function:

Assists in achieving Corporation objectives by providing specialized scenic art and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to CBC or industry standards but there is latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment. Works on one or more productions at a time.

Key Tasks:

- ◆ Provides assistance and advice on operational requirements in terms of facilities, equipment and personnel.
- ◆ Researches methods to resolve problems in the execution and completion of work assignments.
- ◆ Allocates art supplies and equipment. Orders non-stock materials.
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Subject to approval, changes or modifies set plans.
- ◆ Provides estimates of hours and materials.
- ◆ Trains new scenic art staff and advises management on their progress.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the selection and evaluation of new staff.

Supervising Scenic Artist (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation in arts courses, or equivalent industry experience.

Experience Required:

Four years of experience.

April 28, 2004

Supervising Scenic Constructor

Function:

Assists in achieving Corporation objectives by providing specialized construction and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to CBC or industry standards but there is latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment. Works on one or more productions at a time.

Key Tasks:

- ◆ Provides assistance and advice on operational requirements in terms of facilities, equipment and personnel.
- ◆ Researches methods to resolve problems in the execution and completion of work assignments.
- ◆ Allocates construction supplies and equipment. Orders non-stock materials.
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Subject to approval, changes or modifies set plans.
- ◆ Provides estimates of hours and materials.
- ◆ Processes design and staging plans to provide detailed information for stock scenery warehousing, construction, pre-assembly, shipping and studio operations.
- ◆ Ensures the proper application of safety standards in the construction of scenic and non-scenic elements.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the selection and evaluation of new staff.

Supervising Scenic Constructor (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including design and staging craft functions. Knowledge generally gained through Community College graduation or equivalent academic, technical or trade schools.

Experience Required:

Three years of experience.

April 28, 2004

Supervising Set Decorator

Function:

Assists in achieving Corporation objectives by providing specialized design and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to CBC or industry standards but there is latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Assesses requirements to establish character and decorative mood, and to ensure authenticity of set decoration and props.
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Maintains an updated operational schedule.
- ◆ Within delegated authority and in consultation with others:
 - commits the Corporation in arranging, with outside persons or firms, for the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ Provides cost estimates. On a per program basis, administers and accounts for a production float; keeps budget records.
- ◆ Negotiates compensation for damaged items.
- ◆ Trains new set decoration staff and advises management on their progress.
- ◆ Ensures security of all properties.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the selection and evaluation of new staff.
 - coordinate the preparation of special effects.

Supervising Set Decorator (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through Community College graduation in television or theatre arts, or equivalent industry experience.

Experience Required:

Three years experience.

April 28, 2004

Supervising Special Effects Technician

Function:

Assists in achieving Corporation objectives by providing specialized special effects and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to CBC or industry standards but there is latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Surveys locations to identify problems and suggest solutions.
- ◆ Coordinates special effects requirements with other contributors to the production.
- ◆ Devises new methods and techniques in order to solve operating problems.
- ◆ Controls the use of firearms and arranges with external authorities for special clearance to use firearms and explosives.
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Assesses requirements, designs and develops production elements including large prosthetics.
- ◆ Ensures the correct handling of properties and materials, checks their condition and ensures repairs are made.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the selection and evaluation of new staff.
 - provide input to the budget process.

Supervising Special Effects Technician (continued)

Education Required:

Requires good knowledge and understanding of television program production methods including design and staging craft functions. Knowledge generally gained through Community College graduation in relevant courses or equivalent academic, technical or trade schools.

Requires acquisition of these permits and any other necessary certification: Firearms Acquisition Certificate (Level 1), Provincial Propane Operator's Certificate, Federal Pyrotechnic Assistant

Experience Required:

Three years experience.

April 28, 2004

Supervising Stagehand

Function:

Assists in achieving Corporation objectives by providing leadership for entry level employees, and by undertaking the overall coordination of assignments. Creative problem solving may be required, where production requirements are clear. Work is generally performed according to accepted CBC or industry standards but there is some latitude for independent action, judgment and initiative. Motivates others. There is a requirement to coordinate the work of others in an unsupervised environment.

Key Tasks:

- ◆ Within delegated limits, assigns, coordinates and checks the work of assigned staff and reports on matters related to performance, discipline and safety.
- ◆ From lists provided by other Lead Hands, Design Generalists or other personnel, gathers and delivers properties, sets and other scenic elements.
- ◆ As defined within the requirements of other Lead Hands, Design Generalists or other personnel, determines appropriate substitutions for requested materials.
- ◆ Directs the dismantling and salvage of sets and properties.
- ◆ Submits recommendations for improvements or modifications to the workplace and work methods.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Performs all or part of the function or duties of equivalent or lower classifications.

Education Required:

Requires a good general knowledge of staging including an understanding of the sequence of events in getting productions done. There is also a requirement to have a comprehensive overview of stock in inventory and of sizes and dimensions. Knowledge generally gained through secondary school graduation or equivalent industry experience.

Experience Required:

Two years of applicable trade experience.

April 28, 2004

Supervising Stagehand (Production)

Function:

Assists in achieving Corporation objectives by providing specialized staging and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to CBC or industry standards but there is wide latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Maintains familiarity with production installations and any associated equipment or materials.
- ◆ Acting as a consultant, provides assistance and advice on operational requirements in terms of equipment, facilities and personnel. Conducts surveys and prepares detailed reports.
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Undertakes reviews of operations and operating procedures. Submits recommendations for improvements or modifications.
- ◆ Recommends safety procedures. Plans and maintains safety measures and programs for personnel, property and equipment.
- ◆ Reviews, investigates and verifies reports and institutes any action as necessary.
- ◆ Within delegated authority and in consultation with the supervisor:
 - commits the Corporation in arranging, with outside persons or firms, for the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ Performs all or part of the function or duties of equivalent or lower classifications.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the selection and evaluation of new staff.
 - provide input to the budget process.

Supervising Stagehand (Production) (continued)

Education Required:

Requires a superior knowledge and understanding of television program production methods including staging and related design craft functions. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through Community College graduation specializing in television or theatrical trades or equivalent academic, technical or trade schools.

Experience Required:

Three years related experience.

April 28, 2004

Supervising Staging Rigger

Function:

Assists in achieving Corporation objectives by providing specialized design and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to CBC or industry standards but there is latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Surveys locations to identify problems and suggest solutions.
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Directs the work of outside contractors and staff.
- ◆ Acting as a consultant, provides assistance and advice on rigging equipment, materials and staging machinery.
- ◆ Acts as a consultant and coordinates the flying of performers and other stunts.
- ◆ Designs regular and specialized rigging, staging equipment and staging machinery. Advises on new equipment and techniques.
- ◆ Trains new rigging staff and others. Advises management on their progress.
- ◆ Recommends safety procedures. Plans and maintains safety measures and programs for personnel, property and equipment.
- ◆ Within delegated authority and in consultation with others:
 - commits the Corporation in arranging, with outside persons or firms, for the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ Provides cost estimates. On a per program basis, administers and accounts for a production float; keeps budget records.

Supervising Staging Rigger (continued)

- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the selection and evaluation of new staff.
 - provide specialized assistance and work in close consultation with Engineers and Technologists.

Education Required:

Requires good knowledge and understanding of television program production methods including picture, lighting and design craft functions, as well as how these crafts interact with the production clients. Knowledge generally gained through high school graduation specializing in trades oriented courses or equivalent experience.

Experience Required:

Five years experience.

April 28, 2004

Supervising Technical Installer

Function:

Assists in achieving Corporation objectives by providing specialized technical and installation guidance, by providing leadership for other employees and field installation crews, and by undertaking the coordination of assigned installation projects and related fabrication processes. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to accepted CBC or industry standards but there is latitude for independent action, judgment and initiative. There are requirements to work in a self-administered environment.

Key Tasks:

- ◆ Provides assistance and advice on operational requirements in terms of equipment, facilities and personnel.
- ◆ Maintains familiarity with plans for installation of equipment and associated wiring.
- ◆ Within delegated limits, plans, allocates, coordinates and checks the work of assigned personnel and reports on matters related to job performance, conduct and safety.
- ◆ Constantly reviews installations and installation procedures, and conducts tests to ensure work is done according to standards. Submits recommendations for improvements or modifications.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Performs all or part of the function or duties of equivalent or lower classifications

Education Required:

Requires a good knowledge and understanding of equipment installation methods including related functions. Knowledge generally gained through secondary school graduation in technically oriented courses, or equivalent industry experience.

Experience Required:

Four years related experience.

Supervising Technician

Function:

Assists in achieving Corporation objectives by providing specialized technical and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned programs, areas or projects in Radio and Television. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. There are requirements to work in a self-administered environment.

Key Tasks:

- ◆ Maintains familiarity with technical or production installations and any associated equipment.
- ◆ Conducts surveys and prepares detailed reports.
- ◆ Acting as a consultant, provides assistance and advice on operational requirements in terms of equipment, facilities and personnel
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Trains new staff and advises management on their progress. Arranges training.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Undertakes reviews of the operations, operating procedures, technical standards and maintenance activities. Submits recommendations for improvements or modifications.
- ◆ Recommends safety procedures. Plans and maintains safety measures and programs for personnel, property and equipment.
- ◆ Reviews, investigates and verifies reports and institutes any action as necessary.
- ◆ Within delegated authority and in consultation with the supervisor:
 - commits the Corporation in arranging, with outside persons or firms, for the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ Performs all or part of the function or duties of equivalent or lower classifications.

Supervising Technician (continued)

- ◆ As assigned or required, may perform any or all of the following tasks:
 - within delegated limits, hire staff for casual requirements.
 - provide specialized assistance and work in close consultation with Engineers and Technologists.
 - provide input to the budget process.
 - participate in the selection and evaluation of new staff.

Education Required:

Requires a superior knowledge and understanding of radio or television program production and presentation methods. This includes understanding how different areas and crafts interrelate. Knowledge generally gained through community college graduation in Radio or Television arts courses, or equivalent industry experience.

Experience Required:

Four years related experience.

April 28, 2004

Supervising Technologist

Function:

Assists in achieving Corporation objectives by providing specialized technological and production guidance, by providing leadership for other employees, and by undertaking the overall coordination of assigned areas or projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Often works independently. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. There may be requirements to work in a self-administered environment.

Key Tasks:

- ◆ Maintains familiarity with technical, distribution and transmission, or production installations and any associated equipment.
- ◆ Acting as a consultant, provides assistance and advice on operational requirements in terms of equipment, facilities and personnel. Conducts surveys and prepares detailed reports.
- ◆ Within delegated limits, plans, assigns, schedules, coordinates and checks the work of assigned staff and reports on matters related to job performance, conduct and safety.
- ◆ Verifies the accuracy of time reports and work performed.
- ◆ Undertakes reviews of the operations, operating procedures, technical standards and maintenance activities. Submits recommendations for improvements or modifications.
- ◆ Recommends safety procedures. Plans and maintains safety measures and programs for personnel, property and equipment.
- ◆ Reviews, investigates and verifies reports and institutes any action as necessary.
- ◆ Within delegated authority and in consultation with the supervisor:
 - commits the Corporation in arranging, with outside persons or firms, for the provision of supplies or services
 - reviews or directs such arrangements
 - verifies delivery of material or completion of service
- ◆ Performs all or part of the function or duties of equivalent or lower classifications.

Supervising Technologist (continued)

- ◆ As assigned or required, may perform any or all of the following tasks:
 - provide specialized assistance and work in close consultation with Engineers and Technologists.
 - provide input to the budget process.
 - maintain buildings, monitoring systems and related equipment.
 - participate in the selection and evaluation of new staff.

Education Required:

Requires overall general knowledge regarding maintenance of equipment, systems and relevant software technologies. Knowledge generally gained through Community College graduation in an appropriate discipline, or its equivalent as determined by the Corporation. The collective agreement outlines specific testing to verify educational requirements.

Experience Required:

Five years of practical and relevant experience including one year at the level of a Senior Maintenance Technologist within the CBC.

Additional Requirements:

The collective agreement outlines specific additional requirements.

April 28, 2004

Supervising Trades Technician

Function:

Assists in achieving Corporation objectives by providing specialized trades advice and guidance, by providing leadership for other employees, and by undertaking the coordination of assigned projects. Creative problem solving is required to solve operational difficulties, to assess and optimize the use of resources, and to motivate others. Works cooperatively, and often independently, as a team leader with latitude for independent action, judgment and initiative. There are requirements to work in a self-administered environment.

Key Tasks:

- ◆ Performs all of the functions of a Trades Technician within the area of certification.
- ◆ Provides assistance and advice on operational requirements in terms of equipment, facilities and personnel. As required, participates in the selection and evaluation of new staff.
- ◆ Requisitions supplies and materials.
- ◆ Within delegated limits, plans, allocates, coordinates and checks the work of assigned personnel and reports on matters related to job performance, conduct and safety. Verifies the accuracy of time reports and work performed.
- ◆ Maintains familiarity with mechanical maintenance projects and ensures work is done according to standards
- ◆ Submits recommendations for improvements to the workplace or work methods.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires overall general knowledge of mechanical maintenance and related subjects such as metallurgy. Knowledge generally gained through acquisition of the appropriate trade certificate (e.g. Millwright, Mechanic) or its equivalent as determined by the Corporation.

Experience Required:

Three years.

Switcher / Director

Function:

Under the authority of a Producer or Executive Producer, directs on-air talent and crew during rehearsal, preparation and presentation of a program or program segment, and performs the related switching and mixing functions. Work is governed by CBC journalistic and/or programming policies, standards and practices but there is latitude for creativity, initiative and independent judgment. There is a requirement to coordinate the work of others.

Key Tasks:

- ◆ Participates in the conception, planning and development of the program or segment being directed.
- ◆ Conceives, plans, develops and directs the presentation elements and program style, ensuring consistency with the program plan and concept. In the case of daily programs, monitors the progress of the daily program plan, in particular the development of production elements, and informs the Executive Producer or Producer, talent and crew of any significant new developments or changes.
- ◆ Organizes and rehearses all elements of the program to ensure that the talent and crew are fully prepared.
- ◆ Ensures that all items to be used in the program are organized, pre-mixed if possible and appropriate, and available.
- ◆ Provides performers, participants and members of the production crew with clear direction throughout the program.
- ◆ Consults with other specialists involved in the program project to ensure aural and visual unity, as well as optimum creative and technical quality throughout the production.
- ◆ Switches and mixes audio and video elements involved in the production.
- ◆ Devises audio and/or visual effects in order to produce results consistent with the creative and technical objectives of the program.
- ◆ Provides performers and crew with feedback to assist in their performance.
- ◆ As required, performs the following tasks:
 - finalize scripts;
 - choose program elements and/or participants.

Switcher / Director (continued)

Body of Knowledge:

The job requires a combination of education and experience equivalent to graduation from Community College plus seven years of practical and relevant experience.

Modified – September 30, 2004.

Systems Technologist

Function:

Performs tasks as a specialist in maintenance, with a focus on the integration of components within systems. Drawing from professional experience applies advanced knowledge of current and developing technologies to innovate, find and apply solutions to a wide range of complex problems. Designs modifications to existing equipment and systems. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Has a very high degree of responsibility for accuracy and quality of work. Duties are performed with minimal direction.

Key Tasks:

- ◆ Designs equipment, systems, new modules and sub-systems. Designs modifications to existing equipment, systems and facilities in compliance with appropriate standards.
- ◆ Prepares work plans including a description of the expected results; details of the design or modification; the resources required; all schematic, functional and layout drawings; and detailed operational and maintenance instructions.
- ◆ When work plans are implemented, ensures compliance with the authorized plans.
- ◆ Identifies and establishes safety procedures.
- ◆ Based on equipment and systems performance assessment, makes recommendations for the acquisition and use of equipment and facilities. Recommendations include comprehensive written reports.
- ◆ Determines requirements and makes recommendations concerning the acquisition and use of spare parts.
- ◆ Ensures that employee skills and knowledge are current and appropriate by assessing training requirements; by planning, preparing and delivering training courses; and by ensuring that the instruction is effective.
- ◆ Ensures the ongoing improvement of equipment and systems performance by developing, establishing and documenting maintenance procedures; by determining and applying quality control procedures; and by measuring and evaluating results. Modifies procedures where the results are not adequate.
- ◆ Provides technical documentation, information and specialized advice to production, technical and engineering personnel.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:

Systems Technologist (continued)

- coordinate the work of others.

Education Required:

Requires advanced knowledge regarding maintenance and design of equipment, systems and associated software technologies. Knowledge is generally gained through Community College graduation as well as additional specialized training that would be equivalent to University graduation, or its equivalent as determined by the Corporation. There is a requirement for successful completion of the appropriate Corporate examination.

Experience Required:

Seven years of practical and relevant experience including two years at the level of a Senior Maintenance Technologist within the CBC.

Additional Requirements:

The collective agreement outlines specific additional requirements.

April 28, 2004

Technical Instructor

Function:

Assists in achieving Corporation objectives by providing specialized Radio and Television training, and by undertaking the overall coordination of assigned projects. Creative problem solving is required to adapt training materials to new technologies, and to formulate different teaching approaches in order to help individuals reach training goals. Often works independently. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. There are requirements to work in a self-administered environment.

Key Tasks:

- ◆ Provides specialized assistance and works in close consultation with clients inside and outside the CBC to assess training requirements; to plan, prepare and deliver training courses; and to ensure that the instruction is effective.
- ◆ Provides assistance and advice in planning employee skill improvement by defining appropriate work assignments.
- ◆ Undertakes reviews of the operations, operating procedures and equipment acquisitions, and submits recommendations for improvements or modifications to training courses.
- ◆ Maintains familiarity with new technologies, theories, and equipment, and initiates discussions concerning new training requirements.
- ◆ Appraises and reports on the quality of training available from external sources.
- ◆ Provides input to the estimating process and works within the budget assigned. Monitors deviations and takes corrective measures.
- ◆ Counsels and prepares personnel for their studies of approved external courses and assists personnel in developing study skills.
- ◆ Oversees the training library.
- ◆ Performs any of the technical functions in order to keep current with equipment and operating standards.
- ◆ Performs all or part of the function or duties of equivalent or lower classifications.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - assist in the development of CBC technical trainers.

Technical Instructor (continued)

Education Required:

Requires a superior knowledge and understanding of broadcasting operations including production and presentation functions, and there is a requirement to understand how different areas interact. Knowledge generally gained through community college graduation in relevant courses, or equivalent industry experience.

Experience Required:

Seven years directly related experience.

April 28, 2004

Technician Announcer

Function:

Performs a variety of tasks associated with the production and presentation of programs and program material. Work is governed by CBC programming and/or journalistic policies and standards; there is little requirement for independent judgment. There is no requirement to coordinate the activities of others.

Key Tasks:

- ◆ Ensures the proper operating condition of equipment by making the necessary checks, adjustments and alignments according to standard procedures.
- ◆ Ensures that program audio mixes achieve optimum aural results.
 - ◆ Sets up and operates basic sound reinforcement and audio routing systems.
 - ◆ In case of technical failure, makes emergency substitutions or repairs to maintain clear and continuous service.
 - ◆ Performs general presentation duties such as the voicing of sign on and sign off announcements, network cues, station breaks, time signals and commercial, promotional and other announcements.
 - ◆ Reads newscasts, news bulletins, weather forecasts and other survival information.
 - ◆ As required, performs the following task:
 - perform library and/or traffic work at locations where the workload does not justify the full-time employment of persons to do it.

Education Required:

Job requires graduation from secondary school plus one year of specialized training or study, or the equivalent.

Experience Required:

Job requires one year of comparable and/or relevant experience.

Telecom-Network Support Representative

Function:

Provides specialized 2nd level user and technical support for CBC's national and international voice and data telecommunication/networking systems **or** functions in a more generalized role, providing those services as well as a number of 1st level user support services. Within a team environment resolves most user problems and routine technical maintenance issues; uses judgment to determine which of many methods is applicable in any given situation. CBC Information Technology policies, standards and procedures govern work, however; there is opportunity for, and an expectation of some degree of creativity and initiative. Specialized advice and guidance are available. There is some requirement to coordinate the work of others.

Key Tasks:

- ◆ Responds to calls for assistance from users, either directly, or as relayed by IT Hotline staff, dealing with the telecommunications/networking environment, including most of the related hardware and software products (e.g. routers, hubs, bridges, servers, LAN/WAN software, voice systems). Determines the source of problems, guides users through procedures aimed at resolving them, and/or initiates corrective measures. Monitors issues until resolved.
- ◆ Liaises with other IT team members in order to coordinate activities and resolve problems. May provide technical guidance to regional IT staff and to remote LAN/WAN locations where no IT staff are located. Contacts 3rd party suppliers to resolve problems and coordinate 3rd party support.
- ◆ Monitors telecom/network/internet usage and performance with network management tools. Compiles trend data and gauges traffic loads, patterns and flow. Identifies telecom/network problems and performance issues and informs senior team members. Participates in reviews of network usage and performance statistics.
- ◆ Applies schema and ensures appropriate set-up of monitoring devices based on network and operating system configurations. Applies knowledge of data protocols and industry standards in the performance of tasks.
- ◆ Creates and maintains complete and concise documentation on reported problems as well as all other work performed. Documents and maintains corporate network diagrams, databases, equipment configurations, procedures and other information.
- ◆ Assists senior team members in the execution and implementation of project plans – for example, the installation of servers, network switches, etc. Assists in resolution network software problems.
- ◆ Performs routine backups and maintenance of systems.
- ◆ Sets up, configures, tests and installs hardware/software such as routers, servers, hubs, cabling, PBX's and telephones in CBC facilities and at remote sites (e.g. for elections and special events). Implements changes to fibre and copper wiring.

Telecom-Network Support Representative (continued)

- ◆ As required, performs the following tasks:
 - provide on-call support;
 - assist in the evaluation, installation and maintenance of telecommunications/networking/ internet/intranet products to ensure compatibility, performance, security, and adherence to CBC policy and protocols;
 - add new users, grant/remove access rights to the network. Enforce telecom/network policies and procedures;
 - assist in the development of training/user materials for system users and deliver training when requested to do so;
 - install and maintain personal computers, printers and other peripherals, as well as the software designated from time to time as meeting IT standards.
 - provide support for Personal Computer hardware problems. Upgrade PC hardware (e.g. memory, disk drives, modems, etc.); install and troubleshoot internal hardware components as requested or required. Provide functional guidance to allow client to work around the problem until a permanent repair can be effected.
 - provide support for peripheral devices such as printers and scanners; install additional components on peripheral(s) as requested or required.
 - maintain up-to-date knowledge of, and provide second level support for the PC software which IT Management designates from time to time as being fully supported.
 - research, evaluate, and recommend technologies related to this field.

Education Required:

The job requires a Community College diploma in computer science with an emphasis on telecommunication and related systems, or the equivalent.

Experience Required:

The job requires a minimum of two years practical and relevant experience in the area of specialization (networking, LAN/WAN, voice/data communication) in a complex Information Technology environment with particular emphasis on client service and support.

Trades Technician

Function:

Within the area of assignment, and according to the specified requirements, inspects, installs, operates, repairs and maintains equipment, CBC buildings and associated facilities. Creative problem solving is required to solve operational problems. Work is generally performed according to accepted CBC or industry standards but assignments require independent action, judgment and initiative as well as consultation with other technical personnel. Duties are normally performed under the direction of senior personnel but there are requirements to work in an unsupervised environment.

Key Tasks:

- ◆ Installs, repairs, maintains and modifies mechanical equipment, electro-mechanical and electrical equipment, motor vehicles, related equipment and facilities ensuring their proper operating condition.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.
- ◆ Develops and fabricates new mechanical, electrical or electro-mechanical devices.
- ◆ Prepares and corrects drawings and diagrams. Ensures that appropriate personnel are advised of the changes.
- ◆ Observes all safety procedures and takes appropriate steps to ensure the continuing safety of self and others. When a hazard cannot be controlled, advice is sought immediately from an authoritative source.
- ◆ Requisitions supplies and materials within delegated limits.
- ◆ Provides orientation or guidance for other employees about duties or assignments, or in operation of tools or equipment. May assist in the training of others.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification
- ◆ As assigned or required, may perform any or all of the following tasks:
 - maintain and operate motor vehicles.

Electrician

- install, test and maintain apparatus, control equipment and wiring for electrical systems including alarm, communications, light, heat, power or other systems.

Trades Technician (continued)

- measure, cut, thread, bend, assemble and install conduit and other electrical conductor enclosures.

Millwright

- fabricate with metals including cutting, moulding, shaping, soldering, brazing and welding. Cut, bend, thread and connect pipes and tubes.
- finish metals including engraving and application of finishing materials.

Mechanic

- perform all types of vehicle maintenance including engine, drive train and related vehicle systems.
- certify vehicles according to statutory regulations (e.g. C.V.O.R.).

Technical Installer

- install equipment and facilities including video, audio and control cabling.
- prepare cable assemblies and make connector assemblies for various types of video, audio and multi-connector control cables.
- make layout measurements and mark out work for installation, prototype or production work.

Mechanical Technician (Sackville)

- check, test, measure and adjust all types of mechanical and electrical equipment.
- determine causes of equipment failure and take necessary action to prevent recurrence.
- assist in the installation of new transmission systems and related equipment.
- contact and arrange with local officials and companies for the provision of services. Assist outside contractors and inspect and report on their work.

Trades Technician (continued)

Education Required:

Requires overall general knowledge of mechanical maintenance and related subjects such as metallurgy. Knowledge generally gained through acquisition of the appropriate trade certificate (e.g. Industrial Electrician, Millwright, Mechanic) or its equivalent as determined by the Corporation.

Experience Required:

One year.

October 25, 2004

Traffic Coordinator

Function:

Performs tasks and formulates options to ensure the efficient use of distribution and collection resources required by multiple television networks and services supported by the CBC. Creative problem solving is required in the application of distribution systems knowledge. Work is generally performed according to accepted CBC or industry standards but there is a requirement for independent action, judgment and initiative in order to solve operational problems. Independent judgments are necessary under severe time constraints. Problems or faults are reported clearly and promptly to the relevant authority. There is a requirement to coordinate the work of others.

Key Tasks:

- ◆ In accordance with department and program policies, prioritizes and coordinates distribution and collection facilities. Compiles distribution and collection records for billing purposes.
- ◆ Coordinates routing of feeds, including the booking and purchase of circuits and facilities both domestically and internationally. Ensures their proper termination.
- ◆ In emergency situations, within delegated authority and in a cost effective manner, negotiates and formulates plans and arranges the purchase of back-up facilities from outside agencies.
- ◆ Analyzes facilities to advise and assist production planning for special events. Responds to inquiries on behalf of network services outside of office hours.
- ◆ Provides cost estimates for the purchase of additional facilities.
- ◆ Communicates with common carriers to resolve transmission problems, and with others to distribute information and instructions pertaining to network programming.
- ◆ Checks and verifies the accuracy of Network schedules with those concerned and inserts corrected information.
- ◆ Operates and makes adjustments to ensure proper transmission and reception through satellite transmission systems. Tests, monitors and reports the response and condition of satellite earth transmitters and receivers.
- ◆ According to TV Master Control and operational schedules, patches, switches, and routes video and audio feeds and related communications circuits both internally and externally. Co-ordinates technical adjustment of these feeds with various TV Control Room facilities and other clients.
- ◆ Contributes ideas and makes recommendations to overcome problems or achieve desired results.

Traffic Coordinator (continued)

- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - coordinate shared facilities within the English and French Networks.

Education Required:

Requires knowledge of the Network schedule and delay patterns, land line and satellites and the technical understanding of television distribution systems as well as a basic understanding of production craft functions. Knowledge generally gained through Community College graduation in relevant courses, or equivalent industry experience.

Experience Required:

Three years directly related experience including one year at the level of a Presentation Technician.

April 28, 2004

TV Post Production Audio Engineer

Function:

Performs tasks as a specialist in the audio recording and mixing craft, making artistic contributions to programming by consistently producing unique and innovative aural results. Using sophisticated techniques and applying professional experience and creative flair, produces an artistically superior program, program segment or recording. Imprints a personal unique style adding value to the final product. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed with minimal direction from program personnel. There are usually requirements to be self-administered with the expectation of producing desired results within deadlines.

Key Tasks:

- ◆ Develops plans to produce aural results consistent with the creative and technical objectives of complex music and drama performance for television programs or other types of visual productions. Determines technical and operational requirements to meet those objectives.
- ◆ Consults with others involved in the program project to ensure optimum aural results, including creative and technical quality, throughout the production processes. Attends interlock, mixing and laydown/layback sessions.
- ◆ Records, edits and mixes complex music and dramatic material including dialogue editing, sound effects and foley. Advises on, or performs, the M&E (Music and Effects) mixes for domestic or international sales.
- ◆ Develops, creates and uses audio effects. Uses new technologies and developments to devise and implement innovative methods.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.

Education Required:

Requires a superior level of technical knowledge and understanding of audio production methods. Knowledge generally gained through community college graduation in recording, broadcasting and electronics, or equivalent industry experience.

Experience Required:

Five years related experience.

April 28, 2004

Video Journalist

Function:

Under the general direction of an Executive Producer or delegate, operates independently, or as part of a program unit to research, gather, package and, when required, present material for television programs. Work is governed by CBC journalistic and programming policies and standards. Advice and guidance are regularly available but there is latitude for initiative and independent judgment. There may be opportunity to co-ordinate the work of others. Close co-operation with the program unit is essential.

Key Tasks:

- ◆ Develops and maintains contacts with a variety of sources to assure current knowledge of issues and events in the coverage area which are relevant to the objectives of the program.
- ◆ Gathers information from various sources.
- ◆ Analyses facts and information gathered and draws conclusions or raises issues requiring further investigation.
- ◆ Arranges for, and conducts interviews.
- ◆ Decides which elements should be included in an item, their order, length and sequence, as well as the method of transition from one element to another.
- ◆ Develops shot list and sequences that contribute to the focus and mood of the story.
- ◆ Prepares, aligns, sets up and operates an ENG/EFP unit and ancillary equipment, ensuring optimal audio, video and technical quality under prevailing conditions.
- ◆ Lights the subject or scene and composes program visual material using a hand-held camera. Ensures that the material produced meets the technical and aesthetic requirements for editing.
- ◆ Delivers all recorded materials including shot lists and sequences.
- ◆ Edits recorded items on appropriate/available editing systems.
- ◆ Prepares and writes scripts, continuity and headlines.
- ◆ Reports the story, either on camera or in voice-over form.
- ◆ Drives a motor vehicle in the performance of the job.

Video Journalist (continued)

- ◆ As assigned or required, performs any of the following tasks:
 - attend daily story meetings and contribute story ideas;
 - perform final edit;
 - operate other studio equipment;
 - maintain a basic library of stock footage and archival material;
 - perform routine minor maintenance on ENG/EFP camera, editing and associated equipment;
 - in the field, carry out emergency repairs to camera and/or equipment.

Body of Knowledge:

The job requires a combination of education and experience equivalent to graduation from University plus three years of practical and relevant experience, or graduation from Community College plus five years of practical and relevant experience.

Modified – September 24, 2004.

Video Producer

Function:

Conceives, researches, develops and produces story items, and typically performs the associated camera and editing functions. Work must adhere to CBC journalistic and/or program policies, standards and practices but there is latitude for initiative, independent judgment and creativity. Occasionally, there may be a requirement to coordinate the work of others.

Key Tasks:

- ◆ Conceives and develops story ideas and concepts. May participate in the preparation of program objectives.
- ◆ Develops the story content including the researching, writing and/or editing of written material. Determines the style, pace, tempo and format of the story item.
- ◆ Performs location surveys and identifies special requirements such as audio, lighting, camera angles, production limitations, etc.
- ◆ Books facilities required for the production, shooting, editing and assembly of material.
- ◆ Writes material, prepares questions, and develops background on stories and interview subjects.
- ◆ Develops shot list and sequences that contribute to the focus and mood of the story.
- ◆ Prepares, aligns, sets up and operates an ENG/EFP camera unit and ancillary equipment, ensuring optimal visual, audio and technical quality under prevailing conditions.
- ◆ Lights the subject or scene and composes program visual material using a hand-held camera. Ensures that the material produced meets technical and aesthetic requirements for editing.
- ◆ Shoots, or oversees the shooting of program material.
- ◆ Edits, or directs the editing of recorded items on appropriate/available editing systems.
- ◆ As required, performs the following tasks:
 - perform final edit;
 - report the story, either on camera or in voice-over form;

Video Producer (continued)

- arrange for, and conduct interviews;
- maintain a basic library of stock footage and archival information;
- perform routine minor maintenance on ENG/EFP camera, editing and associated equipment;
- in the field, carry out emergency repairs to camera and/or equipment;
- provide leadership and guidance for performers and crew;
- provide talent and crew with feedback to assist their performance.

Body of Knowledge:

The job requires a combination of education and experience equivalent to graduation from University plus five years of practical and relevant experience or graduation from Community College and seven years of practical and relevant experience.

Modified – October 1, 2004

Video Specialist

Function:

Performs tasks as a specialist in the picture crafts. Creative problem solving is required in using new technologies to determine alternatives and formulate different approaches. Work is generally performed according to accepted CBC or industry standards but there is wide latitude for independent action, judgment and initiative. Duties are performed under direction but there may be requirements to be self-administered with the expectation of producing desired results within deadlines. Work is normally performed under high pressure.

Key Tasks:

- ◆ Analyzes and matches various video signals to achieve creative and technical objectives in the production of complex television shows or other types of visual productions.
- ◆ Works in close collaboration with camera operators to ensure highest quality pictures.
- ◆ Develops plans and determines technical and operational requirements to meet the program objectives.
- ◆ Develops special video effects.
- ◆ Consults with other specialists involved in the program project to ensure the best visual unity, including creative and technical quality, throughout the production.
- ◆ Designs and coordinates the installation of complex mobile and remote set-ups.
- ◆ Provides operational guidance and consultation to maintenance and engineering personnel to ensure that systems and devices function at a superior level technically, ergonomically and creatively.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - participate in the program planning.

Video Specialist (continued)

Education Required:

Requires a superior level of technical and craft knowledge and understanding of television program production and post-production methods. This includes understanding how the craft areas interact with the production clients and how various specialty crafts interrelate. Knowledge generally gained through community college graduation in radio and television arts, or equivalent industry experience.

Experience Required:

Four years directly related experience, including three years at the level of a Video Control Technician within the CBC or at an outside broadcast facility.

April 28, 2004

Videographer

Function:

Performs tasks as a specialist in production, contributing creatively to programming by frequently composing distinctive visuals within the scope and time constraints of the program. Works primarily in news, sports and current affairs. Work is generally performed according to accepted CBC or industry standards but there is latitude for independent action, judgment and initiative. Duties are performed under the direction of program or other personnel, but there may be requirements to work without immediate supervision. Work is usually performed within established program formats. Work is normally performed under high pressure.

Key Tasks:

- ◆ Prepares, aligns and sets up field cameras ensuring optimum visual and technical quality under prevailing conditions.
- ◆ Lights the subject or scene, composes and records program material using a hand-held camera. Ensures both visual and aural material meets technical and aesthetic requirements for editing.
- ◆ Delivers all recorded materials including shot-lists.
- ◆ In the field, performs simple maintenance of equipment.
- ◆ Drives a motor vehicle on a daily basis.
- ◆ Performs all or part of the function or duties of an equivalent or lower classification.
- ◆ As assigned or required, may perform any or all of the following tasks:
 - ask scripted questions of subjects being recorded.
 - prepare documentation for international travel.

Education Required:

Requires an excellent level of technical knowledge and understanding of daily television program production methods. This includes understanding picture composition and single camera lighting. Knowledge generally gained through community college graduation in television arts, or equivalent industry experience.

Experience Required:

Three years of specialized experience in the news field or remote broadcasting.

April 28, 2004