

Vice Media Canada Inc.
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VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 40 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit www.vice.com.

JOB TITLE: Digital Associate Producer

REPORTS TO: Director of Factual Programming

OVERVIEW: VICE Media is seeking a Digital Associate Producer who will be responsible for content management and social media posts to join the DAILY VICE team. You'll work with the DAILY VICE editorial team to get all the deliverables and content assets needed to post VICE's very first mobile news show to the DAILY VICE app each day. You'll also be tasked with managing the show upload to YouTube, coordinating the show's related content, gathering photos and videos for the show's production and creating social media posts.

ROLES & RESPONSIBILITIES

- Work with the DAILY VICE editorial team to collect and review content metadata, including video titles, descriptions
- Work with DAILY VICE video editors and Montreal team to coordinate delivery of content assets, including subtitles and video thumbnails
- Manage the show's upload to YouTube
- Prepare the entire show for publishing to the app and the VICE website
- Write and coordinate social media posts
- Gather video footage and photos for the DAILY VICE show segments
- Check facts and review copy
- Conduct in-depth research and distill into format required by producers
- Research and clear archival material with Archival Rights and Clearances Coordinator
- Visual research and music clearance

QUALIFICATIONS:

- University of College Degree in related field.
- 2 years experience across editorial, social platforms, and analytics
- Meticulous and detail-oriented
- Tech savvy

- Experience with web posting (blogs, corporate sites, etc.)
- Experience with mobile apps an asset
- Experience with Google docs
- Strong written and oral English communication skills
- Strong written and oral French communications skills
- Can work independently without full-time supervision
- Deep awareness of VICE editorial
- News/editorial experience an asset

HOW TO APPLY:

Please send a detailed cover letter, resume and salary expectation by email to jobscanada@vice.com. Reference **“Digital Associate Producer”** in the subject field. No phone calls please.

****This job description is a general description of essential job functions. It is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of Vice Media are expected to perform tasks assigned by supervisory personnel, regardless of job title or routine job duties****

If you do not hear back from us within one month of applying then unfortunately your application has been unsuccessful. Thank you once again for applying and we wish you success in your future career.