



VICE is the world's preeminent youth media company and content creation studio. Launched in 1994, VICE now operates in over 30 countries and distributes its programming to hundreds of millions of viewers each month across digital, linear, mobile, film and socials. VICE includes an international network of digital channels; a television and feature film production studio; a magazine; a record label; an in-house creative services agency; a book-publishing division; and a newly launched TV network in a joint venture with Rogers called VICELAND.

VICE's award-winning programming has been recognized by the Academy of Television Arts & Sciences, Peabody Awards, Sundance Film Festival, PEN Center, Cannes Lions, Frontline Club, Knight Foundation, American Society of Magazine Editors, LA Press Club, and Webby Awards, among others.

**JOB TITLE:** Post Production Coordinator

**REPORTING TO:** Head of Post Production

**OVERVIEW:** VICE Media, is seeking a Post Production Coordinator who will receive, ingest, organize, and encode footage, and upload and deliver projects to departments within VICE as well as clients. The ideal candidate will very be organized, detail oriented, able to complete tasks unsupervised and be experienced troubleshooting technical errors.

**ROLES & RESPONSIBILITES:**

- Coordinate deliveries for clients and other departments within VICE: VICELAND, digital, marketing, sales, etc.
- Troubleshooting problems with editors, assistant editors, and producers.
- Maintain client services procedures and policies for the post production department.
- Plan and maintain post production schedules for TV and vertical productions.

**QUALIFICATIONS:**

- 1+ years experience as a post coordinator.
- Comfortable handling multiple projects at a time, organized, works well with others, cool-headed, tech-savvy
- Needs to have familiarity with a variety of media formats – Digital and Physical.

**HOW TO APPLY:**

Please send a detailed cover letter and resume by email to [jobscanada@vice.com](mailto:jobscanada@vice.com). Reference “**Post Production Coordinator**” 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.*