



Job Title	Administrator, Digital Productions
Reports to	Manager, Digital Productions
Direct Reports	None
Term	Fixed Term- up to June 26, 2026

Job Purpose

The Administrator, Digital Productions is responsible for supporting the Manager, Digital Productions with various steps of the digital production process and providing general support to facilitate day-to-day operations.

Job Duties

- Research internet providers and secure internet for live broadcast events as required
- Provide excellent customer service for the subscribers of the Skate Ontario Broadcast Site
- Assist in the administration of the Skate Ontario Broadcast Site
- Assist in the analytics and reporting of Skate Ontario digital production activities as required
- Assist with digital production activities as required
- On-Site team lead and contact person for the Skate Ontario Broadcast Team at designated events.
- On-site setup, management and teardown of cabling and equipment at designated events.
- Management of technical needs during an event live broadcast.
- Troubleshooting during live broadcast events as required
- Facilitating the loading and unloading of the equipment from the Skate Ontario office and facility as required
- Perform operator duties as required.
- Other duties as assigned

Qualifications and experience

- Minimum two (2) years of experience in customer service
- Minimum one (1) year experience as administrative assistant or equivalent
- Experience with administration of a digital platform or equivalent an asset
- Experience operating and trouble shooting vMix systems an asset
- Experience setting up and tearing down the live broadcast systems an asset
- Experience troubleshooting general IT issues and internet an asset

Skills and fit

- Excellent verbal and written communication skills
- Excellent organizational skills
- Ability to perform in a fast-paced, fluid working environment
- Ability to influence positive change
- A self-starter who is reliable and can work independently



Working Conditions

- Hybrid office, home-based and in-venue work environment
- Travel to offsite locations will be required through the skating season to meet the needs of the business.
- Extended hours on evening and weekends will be required during the skating season to meet the needs of the business.
- Must have use of a vehicle and hold a valid driver's license
- Must meet all screening requirements

Hourly Wage: \$22.50-\$25.50 per hour

Please email Resume and Cover Letter to: Emma Helsby via email to ehelsby@skateontario.org.

Closing Date: Thursday July 3, 2025 at 4 pm.

Anticipated Start Date: Monday July 21, 2025.

The employer is committed to creating an inclusive and diverse work environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability.

The employer welcomes and encourages applications from people with disabilities. Accommodations are available upon request for candidates taking part in all aspects of the selection process.