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**Position:** Creative Producer & Editor  
**Site:** Hybrid: MaRS Discovery Tower + Work from Home  
**Department:** Grand Challenges Canada  
**Reports to:** Director, Strategic and Corporate Communications  
**Status:** Full-time, Permanent  
**Salary:** \$72,675 year + benefits

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[Grand Challenges Canada](#) (GCC) is dedicated to supporting Bold Ideas with Big Impact®. Funded by the Government of Canada and other partners, GCC funds innovations in low- and middle-income countries, as well as Indigenous innovation in Canada. As one of the largest impact-first funders in Canada, GCC has funded over 1,700 innovations in more than 100 countries. Since 2010, innovations supported by Grand Challenges Canada have reached more than 80 million people with life-saving or life-improving initiatives who would otherwise not have had access.

We are seeking a dynamic, curious, hands-on **Creative Producer** who brings a multi-faceted skill set to our communications team. This is a doer's role— part producer, part videographer, part editor, part photographer, and part podcaster. The successful candidate will be a visual storyteller with a keen eye for detail, skilled at transforming complex ideas into engaging, high-quality content across various media platforms.

This role is ideal for a passionate, creative individual who can lead every step of content production, from concept development to final execution, from concept development to final execution, delivering timely and visually compelling work that amplifies Grand Challenges Canada's mission.

Reporting to the Director, Strategic and Corporate Communications, the Creative Producer will demonstrate strong attention to detail and consistently produce high-quality work on deadline. They are adept at building connections and working collaboratively with colleagues and partners.

## Key Responsibilities

### Take the lead on:

- **Video Production:** Conceptualize, plan, shoot, script and edit high-quality video content, including interviews, short documentaries, and promotional videos for multiple platforms (social media, website, events).
- **Photography:** Capture compelling images that align with brand messaging and key moments during key events, innovator field visits, and other organizational activities.
- **Podcast Production:** Produce podcast episodes, including planning, scripting, recording, editing, mixing audio, and working with the broader communications team to ensure that content is distributed across appropriate channels.
- **Editing & Post-production:** Edit and produce video and audio projects, including colour correction, sound design, and graphics integration
- **Content Ideation:** Develop fresh, creative concepts that tell the story of our work in engaging ways.
- **Brand Consistency:** Ensure all visual and audio content adheres to brand guidelines and delivers a cohesive message across different platforms.

- **Multimedia Storytelling:** Use various multimedia formats—including video, podcasts, and photography—to produce engaging stories that will resonate with our target audiences and stakeholders.
- **Project Management:** Manage timelines, budgets and feedback for multiple projects simultaneously, ensuring the timely delivery of high-quality content.
- **Collaboration:** Work closely with teams across Grand Challenges Canada to ensure everyone is aware of planned content creation and delivery.

#### **Accomplish financial responsibilities:**

- Track budget and process invoices related to video and audio production promotion and other related costs.
- Submit invoices and control forms to the Director, Strategic and Corporate Communications for approval and to Finance for processing in a timely manner.

Provide other relevant communications and organizational support, as needed.

#### **Experience & Education**

- **2+ years of experience** in creative storytelling, video production and editing, photography, and podcast production.
- Proven expertise with **Adobe Creative Suite** (Premiere Pro, After Effects, Photoshop, Audition) or similar video/audio editing software.
- Strong knowledge of **camera operations, lighting, and sound recording** for both video and audio content.
- Proficiency in **editing video and audio content** for distribution across social media, websites, and other digital platforms.
- Experience producing and promoting **podcasts**, including planning, scripting, recording, editing, mixing and distribution.
- Ability to tell **visually compelling stories** that capture attention and communicate key messages.
- Strong **project management** skills with the ability to juggle multiple projects and meet tight deadlines.
- Excellent **collaborator** who can work closely with cross-functional teams to execute content strategies while keeping everyone in the loop
- Demonstrated ability to **work independently**, oversee and manage priorities and timelines, and deliver outputs on deadline
- Creative mindset with a passion for continuous learning and improvement.
- **Attention to detail** and commitment to delivering high-quality, polished work.

#### **Preferred Qualifications**

- Experience working with **nonprofits** or **social impact organizations** is a plus.
- Experience creating **motion graphics** and basic animation is advantageous.
- **Knowledge of emerging digital trends** in multimedia storytelling and content creation.

*People from historically excluded communities with lived experiences in relevant thematic areas are encouraged to apply. People with lived experience and/or work experience in the communities or countries we are supporting are especially encouraged to apply.*

*Don't meet every requirement? Studies have shown that women, people of color, people from LGBTQ2S+ and disabilities communities are less likely to apply to jobs when they do not meet every qualification. At Grand Challenges Canada, we are dedicated to building a diverse, inclusive, authentic, and accountable workplace, so if you are excited about this role but your experience does not align perfectly with every qualification in the job description, we encourage you to apply, as you may be the ideal candidate we are looking for.*

### **Location and Work Requirements**

- We are currently working in a hybrid model. However, as a condition of employment, all GCC staff are required to be available to travel to, and work from the Toronto, Ontario main office, as business and operational needs require. Any expenses related to travel and or relocating to Toronto are the sole responsibility of the employee and will not be reimbursed by GCC.
- Some international travel will be required.
- Applicants must be eligible to work in Canada.

### **Permanent Full-Time Benefits**

- Health and Dental provided by Sunlife Canada effective on start date.
- Enrollment in the Healthcare of Ontario (HOOPP) Defined-Benefit Pension Plan
- Four (4) weeks of paid vacation
- Four (4) day work week (with Friday as a flex/off day), excluding weeks with Statutory holiday (program reviewed annually)
- Access to Employee Assistance Program (EAP), and UHN added value benefits such as fitness, spas and wellbeing, hotels and travel services, and retail discounts.

### **Term**

- Start date: Immediate
- Status: Full-time, Permanent

### **Application Process**

- Please submit your resume, cover letter and portfolio [here](#)