

Content & Communications Lead



Phone :

Web :

Job Summary

Vacancy :

Deadline : Aug 16, 2024

Published : Jul 16, 2024

Employment Status : Hybrid

Experience : Any

Salary :

Gender : Any

Career Level : Any

Qualification :

Job Description

About Sandbox

Our amazing team is expanding!

At Sandbox we are a multidisciplinary team at the intersection of media, design and technology and have a passion for learning. We work hard and venture into new territory to deliver beautiful, out-of-the-box digital media and learning products. We strive to make a difference for clients who work to improve lives on a global scale, from UNICEF to the World Health Organization, from TEDx to the Canadian Institute for Advanced Research.

What's in it for you?

At Sandbox you'll get to:

- Join a small and mighty team of filmmakers, designers, technologists, educators, researchers, and operational maestros who share knowledge and grow together
- Work in a dynamic agency environment with a lot of autonomy and plenty of opportunity to exercise your creativity on client-driven and homegrown products
- Stretch your skills and have opportunities for a range of career pathways, whether you love media, technology, learning or all of them
- Use your skills to make a difference, whether you're interested in improving education, health, the economy, our communities or the environment
- Enjoy a flexible work environment with a hybrid office, four weeks of vacation, health and dental benefits, attractive salary progression and professional development opportunities

The Role

We are looking for a creative and effective Content and Communications Lead to conceptualize and implement original multimedia content strategies that help our mission-driven clients reach their audiences and have a positive impact in areas ranging from education to health or the environment. The role is a great fit for a highly innovative and organized individual who is as comfortable crafting compelling stories and content strategies as they are using rigorous project management practices to meet project objectives in a fast-paced environment.

You'll get the opportunity to combine your technical and creative writing skills with proven project leadership capabilities. Your work will be diverse, spanning a wide range of visual and technology-driven outputs including live-action and mixed-format media, animation, print and digital communications campaigns, web solutions and digital learning products. You will report to the Senior Producer and collaborate with other team members in both our Media and Design team and our Digital Learning and Products team.

Specifically, the role involves:

Content development (40%)

- Conceptualize and develop written content for multiple video formats (live-action, animation, mixed format). Writing outputs range from video scripts to technical outputs such as interview questions for subject matter experts.
- Conceptualize and develop other forms of written content including copy for marketing and communications campaigns, websites, and more.
- Conduct background research in support of various media-driven projects, whether educational or promotional. This includes story and visual research.
- Review and edit creative and technical written content developed by internal and external team members.
- Proficiently and safely use generative artificial intelligence tools to support your content development work, in alignment with Sandbox's guidelines.

Project management (30%)

- Oversee and manage select live-action and mixed format media projects.
- Provide creative direction and feedback to internal and external technical and creative team members to produce high quality content.
- Conduct quality assurance on all project outputs to ensure alignment with expectations, scope and goals.
- Expertly manage client communications, in writing and through meetings, ensuring client needs are understood, their expectations managed, and project goals are met.

Communications strategy and marketing (30%)

- Conceptualize and pitch communications and marketing campaigns to the Sandbox executive team and client teams.
- Identify opportunities to integrate marketing and communications strategies into new and existing client work in Sandbox's other service areas (media, learning, products).
- Identify resources needed to plan, execute and report on the success of communications and marketing campaigns.
- Contribute to the implementation of communications and marketing campaigns on multiple channels.

What You Bring to the Table

- You have a minimum of 5-7 years of experience in the communications, marketing, media production or adjacent industries, with at least 2 years in a management or leadership role.
- You have demonstrated experience in an agency or similar setting, managing multiple projects simultaneously, tight timelines and you thrive in a fast-paced environment.
- You are well-organized and results-oriented, and you love to solve problems and to learn from challenges.
- You have excellent and versatile writing skills that apply to creative, promotional and technical writing and can leverage generative artificial intelligence.
- You have experience conceptualizing and executing communications and marketing campaigns.
- You have some experience with media production workflows and have experience producing video content.
- You communicate with tact, diplomacy and clarity in writing and verbally.
- You have a strong eye for aesthetics and can provide constructive and concise creative feedback.
- You have completed a university degree, a college diploma, an industry certification, or other training equipping you with skills relevant to the opportunity.

Bonus If You....

- Have experience in marketing and communications in the non-profit and public sectors.
- Have experience producing content for digital learning.
- Have experience with live-action video production and are comfortable managing teams on-set.

Don't sweat it if you don't have everything listed above. We believe in growth and curiosity. If you have some of these qualities and are excited about this opportunity, then we want to hear from you!

The Hiring Process

We thank all candidates for their interest. Only applications submitted through Indeed will be considered, and only individuals invited to participate in the next step in the hiring process will be contacted.

The hiring process involves the following steps:

- Submit your CV, cover letter and answer screening questions on Indeed
- Complete a skills assessment
- First interview
- Second interview, including a short written assignment
- Reference check

Location

The offices of Sandbox Inc. are located in downtown Toronto, just south of Trinity Bellwoods park. Our team currently operates on a hybrid model, with some days in the office and some days remote.

Thanks for your interest and we look forward to meeting you!

The Sandbox team

Job Type: Full-time

Pay: \$70,000.00-\$85,000.00 per year

Benefits:

- Casual dress
- Dental care
- Extended health care
- Paid time off
- Work from home

Schedule:

- Monday to Friday

Application question(s):

- Have you submitted your resume and a cover letter?
- Please include a link to a portfolio of work with at least 3 samples that demonstrate strong media and communications writing skills in a variety of formats.
- What is your most relevant educational credential for this role?
- How many years of experience in media production do you have?

Work Location: In person

If you require alternative methods of application or screening, you must approach the employer directly to request this as Indeed is not responsible for the employer's application process. Report job

Education & Experience

Must Have

Educational Requirements

Compensation & Other Benefits
