



Business Affairs Analyst Contract Position

The Shaw Rocket Fund is offering a unique opportunity in the Canadian children's media industry. We are seeking a highly motivated individual as a Business Affairs Analyst on a one-year contract basis.

The principal responsibilities of this position involve the analysis of financial and legal documentation and the preparation of the Rocket Fund production financing agreements. It will also require the financial and legal analysis of investment applications for both audio-visual and digital properties. Integral is the ability to interface confidently with producers of children's content and other relevant stakeholders as well as the ability to work remotely.

COMPETENCIES:

- Demonstrates strong analytical, problem solving and trouble shooting skills.
- Able to perform multiple tasks with the ability to shift priorities on short notice. Excellent time management skills are required as work load will fluctuate based on application analysis, contract management and day-to-day requirements.
- Comfortable with extensive verbal, written and in-person communication and interaction with people of all levels.
- Capable and comfortable with creating original correspondence in the form of letters, memos, e-mails (internal and external), and concise status reports.
- Is an independent and creative thinker.
- Is attentive to details.
- Must be team player who demonstrates integrity and respect.
- Be proficient in Microsoft Office software applications, including Microsoft Word, Outlook, Excel and PowerPoint.

QUALIFICATIONS:

**Suite 100, 2421 - 37th Ave NE Calgary, AB T2E 6Y7 • P. 403-750-4517 F. 403-750-4635
www.rocketfund.ca**

- A minimum of five years of finance or legal/ business affairs experience in audio visual and digital media production.
- Familiarity of the children's production industry preferred, but not required.

Please submit your resume including a cover letter explaining your interest in the Shaw Rocket Fund and salary expectations to hr@rocketfund.ca by March 15, 2019.

The Shaw Rocket Fund is a vital partner of the Canadian children's media sector in offering children robust world-leading content on all platforms. The Rocket Fund invests in and supports Canadian-made media that reflects Canadian values and diversity, and most of all respects and speaks to children, while positively showcasing Canadian leadership on the world stage. By working with producers, regulators, and governments, the Shaw Rocket Fund aims to make quality content for kids a global priority. Since its inception, the Shaw Rocket Fund has invested over \$220 million in 865 Canadian media content for children, family, and youth audiences worldwide. Contributors to the Fund are Shaw Communications and Shaw Direct. For more information about the Fund, please visit our website at www.rocketfund.ca

We thank all applicants for their interest however, only those candidates selected for an interview will be contacted. No telephone inquiries please. No Agencies.