

Broadcast & Streaming Data Specialist

The Opportunity

Behind every successful broadcast and streaming experience is accurate, timely, and reliable content data. We're looking for a detail-oriented team member to help ensure our schedules, rights information, and content records are maintained to the highest standard.

The Broadcast & Streaming Data Specialist is responsible for maintaining our programming and rights management database, BroadView. This position plays a critical role in supporting both our television channel and streaming services by accurately entering and maintaining broadcast schedules, streaming rights information, program metadata, and related content records.

This role is ideal for someone who enjoys working with data, has exceptional attention to detail, and takes pride in accuracy and organization.

Reporting to the Director of Independent Production & Business Affairs, you'll work closely with a small but talented team across departments. A passion for public broadcasting and a belief in the value of Knowledge Network is woven into the fabric of our organization and our people. Your work will touch every aspect of our business and make a difference in the lives of British Columbians.

Who We Are:

Knowledge Network is British Columbia's provincial public broadcaster, operating a free and commercial-free television channel in B.C. and streaming services across Canada. The Knowledge brand is unique - we are not selling a product but providing a service rooted in the values of curiosity, commitment, inclusivity and accountability.

Our "Prime" (6PM - 6AM) broadcast schedule and K: streaming service focus on serving adult viewers (40+) in British Columbia with curious minds. We program within four main genres: premium international drama; factual series (travel, nature, history, science, environment, art, culture); POV documentaries and performing arts programs.

Through our broadcast schedule, apps and website, our Knowledge Kids service provides a safe streaming oasis for kids ages 2-8. It's where children can find their favourite shows and discover new ones that inspire, educate, and entertain. From creativity and expression to

friendship, empathy, and problem-solving, Knowledge Kids content encourages values that matter.

Funded by an annual operating contribution from the provincial government and donations from loyal viewers, Knowledge Network provides British Columbians with trusted free and commercial-free content that enriches minds, fosters understanding and contributes to a connected and more informed society.

We respectfully acknowledge the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and səliwətaɫ (Tsleil-Waututh) Peoples on whose unceded traditional territories our Burnaby office is located.

What You will be Doing:

- Enter and maintain television broadcast schedules for both Prime and Kids programming services.
- Input and update Prime and Kids streaming rights, availability windows, content restrictions, and related licensing information.
- Maintain accurate program metadata, including episode details, descriptions, runtimes, ratings, and other content attributes.
- Validate and review data to identify discrepancies, missing information, or scheduling conflicts.
- Perform quality assurance checks to ensure database accuracy across broadcast and streaming platforms.
- Assist Knowledge staff with troubleshooting, create solutions and engage with the software vendor as needed.
- Support multiple teams that rely on accurate information.
- Support content launches, schedule updates, and program changes and communicate those to relevant staff.
- Generate reports and provide data as required including for the CRTC, Canada Media Fund, SOCAN, and internal staff.
- Assist with BroadView maintenance projects, audits, and process improvements.
- Maintain documentation and follow established operational procedures.

What You Bring to the Team:

Experience & Knowledge:

- Significant experience working with databases, content management systems, or scheduling software.

Put your **KNOWLEDGE** to work.

- Substantial data entry experience.
- Excellent organizational and time management skills.
- Strong written and verbal communication skills.
- Proficiency with Microsoft Office, particularly Excel.

Skills & Abilities:

- Consistently maintains a high level of accuracy.
- Ability to identify and resolve data inconsistencies before they impact operations.
- Ability to think critically when reviewing schedules, rights information, and content records.
- Desire to build a solid understanding of broadcast and streaming workflows.
- Able to precisely manage a large volume of complex and detailed information in a highly process-oriented environment.
- Meticulous attention to detail and exceptional standards for quality.
- Self-sufficient, proactive, and resourceful.
- Ability to work collaboratively with colleagues across several departments and levels.
- Strong interpersonal skills, maintaining courtesy, empathy and professionalism throughout all internal and external communications.
- A genuine passion for public broadcasting and the content that inspires our audiences.

What We Bring:

Knowledge Network is a stable, trusted and inclusive employer. We believe employees are our number one asset. As such, we offer competitive benefits including:

- A Competitive Salary - \$72,614 - \$84,952 annually. *This Compensation Range is the span between the minimum and maximum base salary for a position. The midpoint of the range is approximately halfway between the minimum and the maximum and represents an employee that possesses full job knowledge, qualifications and experience for the position. In the normal course, employees will be hired between the minimum and midpoint of the salary range for a job.*
- A Defined Benefit Pension Plan – Municipal Pension Plan with employer contributions.
- Generous Vacation Entitlement - starting at 4 weeks along with 13 annual statutory holidays.
- 100% Employer-paid dental, extended health, vision care premiums for you and your family.
- Wellness supports, including an Employee and Family Assistance Program, lunch and learn seminars, and mental health resources.
- Work-Life Balance – hybrid work option with flexible work schedules.

Put your **KNOWLEDGE** to work.

- Training and Professional Development funds to support your continuous learning and development.

Knowledge Network is committed to employment equity and building a skilled, diverse workforce that reflects the communities in which we serve. We welcome applications from all qualified individuals and encourage candidates to voluntarily indicate in their cover letter if they are a member of a First Nations group, Inuk or Métis; a racialized person; a person with a disability; a woman; or 2SLGBTQI+.

Knowledge Network is committed to developing inclusive, barrier-free selection processes and work environments. If you require accommodations at any point during the application and hiring process, including but not limited to, mental health, physical disability, religious practices or medical conditions, please let us know by contacting hr@knowledge.ca.

If you are passionate about this opportunity and want to contribute your experience and expertise, please submit a cover letter and resume through email at hr@knowledge.ca, by Thursday September 10, 2026. We thank all applicants for their interest; only those selected for an interview will be contacted.

This position is only open to those legally entitled to work in Canada and with the ability to commute to our office in Burnaby.