



MEDIA COORDINATOR

Company Description

As a recognized leader in service excellence, we pride ourselves on consistently exceeding client expectations and setting the benchmark for production support in Toronto.

Our studio offers an expansive suite of services, including high-end camera equipment, advanced lighting and grip gear, fully outfitted package trucks, and cutting-edge motion control robots. Paired with our versatile and uniquely designed studio facilities, we provide one of the most seamless, turnkey production experiences in the city.

By equipping our clients with best-in-class tools and environmentally conscious solutions, we help them perform at their highest level on set—while also reducing their carbon footprint.

Join us and be part of a team that powers creativity, innovation, and sustainable production.

The Opportunity

2D House is seeking a Media Coordinator to drive the day-to-day production of our media and community content. This is a hands-on, full-time role for a strong editor and shooter who takes ideas from plan to published — reliably, on schedule, every week. The person in this role reports directly to the Media Manager. If you love turning a shoot into finished, polished content and keeping a content calendar moving without dropping a beat, this role is for you.

What You Will Do

- Produce content end to end for our ongoing series and new formats: from shoot through final export.
- Edit video in DaVinci Resolve.
- Shoot content on both camera and mobile, on-site and around the facility.
- Draft edits for review and turn around revisions quickly against the content plan.
- Coordinate in-house content shoots: scheduling talent and crew, booking space and gear, prepping for shoot days.
- Capturing BTS content, coordinating with production personnel on site and obtaining finished projects for promotional material and archiving
- Follow and help maintain the content calendar, keeping formats shipping on cadence.
- Edit stills and graphics in Photoshop for social, newsletter and web use.
- Organize and maintain content assets and archives so work is reusable.
- Updating Website
- Support cross-departmental content needs as they arise, and create and maintain internal documentation.

2D House Inc.

230 New Toronto Street, Unit #1
Etobicoke, ON M8V 2E8

+1 (416) 800-2193
2dhouse.com

What You Bring

- Confident video editing in DaVinci Resolve.
- Strong shooting ability on both professional cameras and mobile.
- Adobe Suite knowledge (Photoshop and Illustrator).
- Highly organized and deadline-driven — you finish things and nothing falls through the cracks.
- Clear communication and time management across multiple projects at once.
- Genuine interest in filmmaking and the people who make it.
- Stills(objects) photography experience is an asset.
- Motion graphics basics (Fusion, AE) are an asset.
- Previous content production experience (in-house, agency, or a strong independent portfolio) is a plus.
- Familiarity with the Toronto film community is a plus.

Who You Are

- Self-Finishing: You take work from idea to published result and take pride in shipping on time.
- Detail-Oriented: You care about the craft — clean edits, consistent color, polished exports.
- Process-Driven: You thrive in structured environments and understand the importance of consistent workflows.
- Organized: You manage multiple shoots, deadlines and assets without letting things fall through the cracks.
- Collaborative: You coordinate smoothly with multiple departments, crew and productions to get shoots done.
- Adaptable: You're able to shift priorities as needed in a fast-paced rental environment.
- Collaborative: You communicate accurately and professionally with internal teams and contributors.

Work Environment

- Location: On-site at 230 New Toronto Street, Unit 1, Etobicoke, M8V 2E8
- Hours: Full Time/ 40 hours per week, Monday to Friday 9AM-5:30PM
- Environment: A supportive, team-oriented environment focused on innovative production work

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What We Offer

- **Compensation:** Starting at \$45,000/year
- **Benefits:** Medical and Dental benefit packages plus basic Life, AD&D and Long-Term Disability Insurance*
- **Support:** Access to Employee Assistance Program*
- **Investment:** Matched RRSP contributions up to 3%*
- **Time Off:** Vacation accessible after 3 months of employment plus annual paid time off between Christmas and New Years
- **Team:** Bi-Monthly Team Building Activities plus daily snacks and drinks on site
- **Low/No-Cost Rentals:** Access to film equipment and studio rentals for all employees at heavily discounted rates or no-cost for passion projects.
- **Learning Opportunities:** We offer multi-departmental training opportunities on site with a variety of our equipment and services.

* available after three months of Employment

How to Apply

Please send your resume, portfolio or reel, and one example of a project you took from idea to published result to careers@2dhouse.com, with the subject line 'Media Coordinator'.

Tell us which piece of 2D House content you'd have made better — and how.

2D House is an equal opportunity employer committed to fostering an inclusive and accessible workplace in accordance with Ontario Human Rights Code and AODA. Accommodations are available upon request for candidates participating in all stages of the recruitment and selection process.

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