Casting Production Coordinator (fixed term)

Montreal - Full-time - 744000161483264

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As a casting production coordinator at Ubisoft Montréal, at Alice Studio, you will provide administrative and operational support to productions and the motion capture department. You will support casting activities and help organize sessions, following established guidelines and procedures. This is a 3 month contract.

What you'll do

- Welcome and support performers regularly at the studio during recording sessions and, when needed, auditions and rehearsals, coordinating **building access** with security and reception
- Prepare and book **studios and rooms** for recordings, auditions and scanning sessions, arrange makeup services, and provide water, tea and the materials performers and production teams need
- Coordinate **voice recording sessions**, check availability with performers and agents, book performers and voice directors, and maintain team calendars and scheduling tools
- Research **performers for each role** through talent databases and detailed searches, then provide recommendations in collaboration with local and global teams, based on the production vision and project budget
- Write and share **character descriptions**, select candidates, review audition recordings, adjust casting schedules and track deliverables, then provide feedback and shortlists to production teams
- Prepare **talent quotes and casting budgets**, track performer expenses, generate contracts and purchase orders, and coordinate signatures, invoices and payment processing with external parties and accounting
- Send **offers**, draft and negotiate performer and service agreements, including those for United States and international performers, and advise teams on applicable union rules, rates and regulations
- Coordinate **performer travel, immigration arrangements and insurance requests** as needed, and compile related expense reports
- Protect **scripts** with watermarks and passwords, distribute materials to performers and voice directors, photocopy documents and assemble script binders for cast and crew, then archive footage and maintain performer, session and casting records
- Maintain **relationships with performers and partners**, including agents, career managers, directors, suppliers, ACTRA and AFBS, and arrange meetings to support communication with production stakeholders

What you bring to the team

- **Casting experience** in voice-over, theatre, film or television production, or at a talent agency
- **Ability to manage several projects** at once, meet tight deadlines and adapt to the pace of the work
- **Time management, organizational and problem-solving skills**
- **Comfort working with stakeholders** at all levels of an organization
- **Ability to organize your work** and find resourceful solutions
- **Proficiency in Microsoft Office**, including Excel, Word and Teams, and familiarity with project management software such as ClickUp and Jira
- **Knowledge of entertainment, agents and unions**, along with basic knowledge of the video game industry, as assets, with familiarity with ACTRA preferred
- **French language proficiency** as an important asset

What to send our way

- Your CV highlighting relevant skills and experiences
- Examples of relevant production coordination or casting projects