

## **Job Posting:175633 - Position: W26 Automation & Workflow (Co-op) 175633B**

<b>Co-op Work Term Posted:</b>	2026 - Winter
<b>App Deadline</b>	11/30/2025 11:59 PM
<b>Application Method:</b>	Through UBC Science Co-op
<b>Posting Goes Live:</b>	11/25/2025 02:22 PM
<b>Job Posting Status:</b>	Approved

### **ORGANIZATION INFORMATION**

<b>Organization</b>	Service Street Pictures Inc.
<b>Address Line 1</b>	1867 Alberni Street
<b>Address Line 2</b>	Townhouse
<b>City</b>	Vancouver
<b>Postal Code / Zip Code</b>	V6G 3H9
<b>Province / State</b>	BC
<b>Country</b>	Canada

### **JOB POSTING INFORMATION**

<b>Placement Term</b>	2026 - Winter
<b>&lt;b&gt; Job Title &lt;b&gt;</b>	W26 Automation & Workflow (Co-op) 175633B
<b>Position Type</b>	Co-op Position
<b>Job Location</b>	Vancouver, BC
<b>Country</b>	Canada
<b>Duration</b>	4 months
<b>Work Mode</b>	Hybrid
<b>Salary Currency</b>	CAD
<b>Salary</b>	25.0 per hour for 40 Major List
<b>Job Description</b>	

#### **The Role**

We are building a fully automated micro-drama production platform that streamlines script intake, scheduling, onboarding, payroll, cost reporting, compliance, and marketing. As a Co-op Automation & Workflow student you will work closely with the CFO and will design, implement, and optimize integrations across tools like Zapier, Google Workspace, Airtable, and AI platforms (OpenAI, Claude, Gemini).

This role is ideal for computer students who enjoy solving complex workflow problems, experimenting with automation, and applying AI to

real-world creative industries.

### Key Responsibilities

- Workflow Automation:** Build and maintain integrations across platforms (Zapier, n8n, Google Sheets, Airtable, Slack, DocuSign, QuickBooks).
- Data Management:** Ensure scripts, contracts, payroll, and reports are stored, tagged, and tracked in cloud systems.
- AI Integration:** Implement predictive features (e.g., marketability reports, scheduling conflict detection, tax credit forecasting).
- Process Optimization:** Create dashboards and reporting tools to highlight budget variances, labor costs, and compliance gaps.
- Collaboration:** Work closely with the producers, and marketing teams to ensure smooth automation across departments.

### Job Requirements

#### Qualifications

- Enrolled in Computer Engineering, Computer Science, or related programs.
- Experience with workflow automation tools (Zapier, n8n, or similar).
- Strong skills in Python, JavaScript, or similar scripting languages.
- Familiarity with APIs and cloud platforms (Google Workspace, Dropbox, Airtable).
- Interest in AI/ML applications for automation and predictive analytics.
- Strong problem-solving and communication skills.

#### What You'll Gain

- Hands-on experience applying automation to film/TV production workflows.
- Exposure to film finance, and marketing systems in a film industry.
- Opportunity to design scalable solutions that directly impact production efficiency.
- 4 months of experience working with seasoned producers.

Citizenship Requirement

N/A

## **APPLICATION INFORMATION**

<b>Application Procedure</b>	Through UBC Science Co-op
<b>Cover Letter Required?</b>	Yes