

THE QUICKDRAW ANIMATION SOCIETY

Quickdraw is looking for a Summer Production Assistant DEADLINE April 23, 2017

Quickdraw has just finished moving into our new studios, and we'll need some help getting all of our gear in order. You'll get to work with our digital and analog production tools, making sure everything is ship-shape for our in-school animation programs and our summer camps for kids and teens, and help us set up the systems we need to make sure our equipment is easily accessible to Calgary's arts community. It's perfect for folks who love gear and don't mind getting your hands dirty, and who ideally have one foot in the digital and analog worlds, since we like to work with classic animation equipment and film processing along with digital workstations.

This is a full-time (37.5 hour/week) contract position, reporting to the Production Director, and pays \$15/hour for the 16-week contract. **This position is contingent on funding from Canada Summer Jobs, and the length of the contract may change based on funding.** Applicants must be returning post-secondary students (*meaning you must have been a full-time student in the Winter 2017 semester, and intend to return to your studies in Fall 2017*).

Responsibilities may include:

- Maintenance of Quickdraw's computers, cameras, and animation equipment
- Providing technical assistance to students and filmmakers
- Light construction, fabrication, and/or mechanical tasks
- Preparing studios and equipment for on- and off-site events
- Production of in-house video content, sound studio setup, and recording help
- Production support for events and screenings over the summer
- Data entry, office administration, and support with equipment inventory

Qualifications

- We're a small team, so excellent communications skills, the ability to work independently, demonstrated good judgment and initiative are all essential.
- We provide a welcoming environment for members from diverse backgrounds; must be open-minded, with strong interpersonal skills.



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LOVE ANIMATION



- You'll be working in a flexible and sometimes unpredictable environment; organizational and time-management skills are a must.
- Technologically adept; you'll be setting up and troubleshooting different hardware and software setups, so a working knowledge of Mac OSX, Adobe Creative Suite (Photoshop, AfterEffects, Premiere, etc) and DSLR cameras is highly recommended.
- A willingness to work with your hands, build things, and load gear in and out of the studios is required.
- Excellent social skills and friendly demeanour. You should be comfortable around children, artists, and people with various abilities, and be able to constructively work with them to achieve their animation goals.
- Knowledge of analog filmmaking techniques, film cameras, and/or film processing is an asset but not required.
- Candidates who are interested in animation as an art form and who are pursuing a career in animation or media arts will be given preference.



Applications must include a cover letter outlining your interest and suitability and a current resumé or CV, as well as a portfolio of your work.

Please send your application including resume and cover letter before 5pm on Sunday, April 23, 2017 to director@quickdrawanimation.ca with the subject line "QUICKDRAW ANIMATION Production Assistant" or apply in person at Quickdraw's offices at 2011 10 Ave SW during office hours.

Quickdraw Animation Society is an equal opportunity employer and welcomes applications from all qualified parties.

We thank you for your interest. All applications will be confidential.