

THE QUICKDRAW ANIMATION SOCIETY



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Quickdraw is looking for a Summer Graphic Designer Apply by April 16, 2018

A not-for-profit artist-run centre in Calgary, Alberta, Canada, the Quickdraw Animation Society is a place for people who love animation. We encourage animation production, dissemination and appreciation through screenings, workshops, courses, camps, and other events designed to ignite the public's passion for the medium, including our GIRAF animation festival held each November.

For the past four years, the posters, trailers and other promo materials for our annual animation festival have been designed by our summer students, and we're looking forward to keeping that tradition going. The summer graphic designer position will give you a chance to create a visual identity for an internationally recognized animation festival, with a whole lot of creative freedom, plus guidance from Quickdraw's staff. It's a big job, but also a great opportunity, and we're stoked to see what you'll come up with.

On top of GIRAF, we may have some other design jobs—every year brings new classes, workshops and events, and they need their own personalities. You'll be helping to create posters and ads to keep us on top of our fall and winter events.

This is a full-time (37.5 hour/week) contract position, reporting to the programming 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 2018 semester, and intend to return to your studies in Fall 2018*).

Responsibilities

Depending on the specific skills of the successful applicant, duties will involve:

- Updating of GIRAF14 visual identity and website
- Creation of a short animated promotional trailer and other video assets for GIRAF14
- Designing print and web advertisements for Quickdraw's 2018/19 courses and programming
- May involve some updating and redesign of Quickdraw and GIRAF letterhead and other materials

A PLACE FOR
PEOPLE WHO
LOVE ANIMATION



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.
- You'll be working on multiple tasks with a variety of deadlines; organizational and time-management skills are a must.
- Excellent design skills and knowledge of Adobe Creative Suite is essential.
- Familiarity with the fundamentals of animation (in any medium) is required. Knowledge of animation software such as Toon Boom, Flash, AfterEffects, Dragonframe etc. is a major asset.
- Creative and willing to learn—we want to give you access to our equipment and be blown away by what you do with it.
- 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 Monday, April 16, 2018 to director@quickdrawanimation.ca with the subject line "QUICKDRAW ANIMATION Summer Designer" 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.

Quickdraw is looking for a Summer Production Assistant
DEADLINE April 16, 2018

We're looking for someone who loves getting hands-on with animation gear and software to work as our summer production assistant. 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 2018 semester, and intend to return to your studies in Fall 2018*).



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.

- 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. Knowledge of animation software is a huge bonus.
- 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 demeanor. 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 if available.

Please send your application including resume and cover letter before 5pm on Monday, April 16, 2018 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.

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

Quickdraw is looking for a Summer Library Coordinator **Apply by April 16, 2018**

A not-for-profit artist-run centre in Calgary, Alberta, Canada, the Quickdraw Animation Society is a place for people who love animation. We encourage animation production, dissemination and appreciation through screenings, workshops, courses, camps, and other events designed to ignite the public's passion for the medium, including our GIRAF animation festival held each November.

We have an amazing library of books, videos, magazines and more that is meant to inspire and educate our membership, but we need help making it accessible. If you have a head for databases and organizational systems and want to spend a summer immersed in rare comics, bizarre laser discs and beautiful books, well, we need you.

This is a full-time (37.5 hour/week) contract position, reporting to the programming 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 2018 semester, and intend to return to your studies in Fall 2018*).



Responsibilities

Depending on the specific skills of the successful applicant, duties will involve:

- Fine-tuning implementation of Quickdraw's new library database (developed in collaboration with FAVA in Edmonton).
- Ensuring that Quickdraw's books, magazines, comics and videos are accurately represented in the database.
- Suggesting more efficient and accessible uses of library space and resources.
- May also involve integration of the database into Quickdraw's website.
- Managing a small team of volunteers to help with this whole process.

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.
- Familiarity with databases, FileMaker, MySQL, Ruby on Rails, online inventory management systems or similar software is a major asset.
- An interest and ability to organize, catalogue, sort and process a wide variety of books, DVDs, VHS tapes, film reels, equipment, and membership data thoroughly and sensibly is a major requirement of this position.
- A familiarity with computers, scanners, DVD burners, and the ability to perform and/or coordinate a large amount of data entry into these systems is required.
- Knowledge of digital network infrastructure, servers, and sys-admin tasks is a big asset.
- Interest in animation or in pursuing a career related to the arts, not-for-profits or public libraries is an asset but not 100% necessary



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 Monday, April 16, 2018 to director@quickdrawanimation.ca with the subject line “QUICKDRAW ANIMATION Summer Library Coordinator” or apply in person at Quickdraw’s offices at 2011 10 Ave SW during office hours.

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