Position: **Director of Programs**

Reports to: Executive Director

Schedule: Full-Time 40 hours/week, permanent position

Pay: $50,000 annual salary + benefits

The Director of Programs will lead all aspects of curating, coordinating and delivering year-round programming at The Calgary Queer Arts Society (**CQAS**), in collaboration with the CQAS staff and board. The successful candidate will have a background in film and/or arts programming, with a strong understanding of the queer community, intersectionality and equitable practices in non-profit environments.

**Job Profile**

A. PROGRAMMING

* Fulfill the artistic vision and mandate of the organization as set forth by the Board of Directors, in collaboration with The Executive Director.
* Oversee the execution and direction of all programs and events, working closely with CQAS staff, contractors and volunteers. Annual programming includes;
  + The Fairy Tales Queer Film Festival
    - Facilitate and lead the volunteer programming committee to curate programming for the annual Fairy Tales Queer Film Festival.
    - Establish submission policies, coordinate submissions and solicit films of interest in order to source compelling programming that celebrates diverse identities.
    - Nurture positive relationships with distributors, filmmakers and other film festivals/programmers to ensure we are building community connections, staying informed on trends in independent cinema, and serving the queer arts and filmmaker community.
    - Curate and organize ancillary complimentary programming, including a 2021 Special Project related to queer filmmaker conference and networking activities.
    - Create workback plans and delegate all tasks related to Festival event logistics and execution.
    - On the ground event management at all Festival events.
    - Negotiate artist contracts and filmmaker fees in accordance with the annual budget.
    - Establish key performance indicators and program goals, and monitor and report on results.
  + The Coming Out Monologues, YYC (**TCOM**)
    - Coordinate annual auditions and performer recruitment.
    - Select annual program themes and partnerships.
    - Oversee rehearsal schedule and program creation process.
    - Manage external contractors (tech. coordinator, artist workshop instructors, etc.).
    - Manage venue and event logistics.
    - Support the personal and professional development of TCOM performers by holding space for work that is inherently brave, personal and challenging.
  + Youth Queer Media Program (**YQMP**)
    - Work with existing YQMP students on the completion of their short film projects.
    - Analyze and critique the existing YQMP program in order to make recommendations and adjustments that will strengthen the impact and artist opportunities available through the program, for an eventual re-launch in 2022.
  + OutReels Diversity Education Program & Ally Toolkit Conference
    - Support the development and execution of the goals of CQAS ally-ship education initiatives, in collaboration with the CQAS team and external contractors. Be familiar with the work on offer, and leverage synergies between educational efforts and our arts programming.
    - Support event logistics and execution around The Ally Toolkit Conference.
    - Represent the organization on panels and other community or ally-ship building activities.
  + Online Programming, Partnerships and New Opportunities
    - Lead and curate new online programming opportunities, both during current public health restrictions, but also with a view for the longer-term. Identify opportunities for lateral expansion of programming into online spaces, and leverage the development of new national and international audiences.
    - Identify opportunities for partnerships or other programming initiatives that will serve the long-term goals of the organization. Ensure the stewardship of appropriate resources, both financial, material and staffing, to support new programming goals.

B. COMMUNICATIONS & PUBLIC RELATIONS

* Work with the Marketing Director to collaborate on the voice of the organization pertaining to external entities and media.
* Work with the Marketing Director on implementing tasks and strategies related to the realization of marketing goals and sales targets.
* Maintain organizational presence within the LGBTQ2S+ community, building and enhancing the organization’s public profile at events, partner organizations, speaking engagements, etc.
* Build relationships with a broad audience — inspire both internal staff and external constituencies with the importance and success of CQAS Mission and Vision.

C. VENDOR MANAGEMENT

* Cultivate existing relationships with vendors, including venues, artists and distributors, with the goal of ensuring sufficient space, resources, and access to services. Develop and implement strategies that maximize efficiencies among program areas.

D. RESOURCE DEVELOPMENT & STEWARDSHIP

* Work with the Executive Director and Board to align programming with appropriate resource development.
* Create, establish and maintain positive relationships with both corporate and community sponsors, funders and donors.

**QUALIFICATIONS**

● Post-secondary degree in film, arts or a related discipline OR demonstrated equivalent work experience.

● 3+ years of experience programming for a film festival or film series is a requirement.

● Experience with event or festival management is a requirement.

● Knowledge and experience in not-for-profit and/or arts organizations.

● A clear artistic vision rooted in experience with, and knowledge of, LGBTQ2S+ communities. Commitment to equity and anti-racism is a must.

● Experience in filmmaking considered an asset.

● Excellent time-management and organizational skills.

● Excellent written and verbal communication skills.

● Experience leading teams, and comfortable with public speaking and networking.

● Driver’s licence and access to a vehicle considered an asset.

● Grant writing and/or sponsorship experience considered an asset.

● Graphic design, photography, theatre, visual art or film editing skills all considered assets.

**We encourage individuals of equity seeking groups to self-identify in your application.**

Please note that due to current public health restrictions, we are offering employees the choice to work from home until further notice. Access to basic home office requirements will be necessary if you choose this option. Although eventual re-location to Calgary will be a requirement of this position, due to current remote working options, we are open to candidates from other areas who are interested in relocating to Calgary within approximately 3 months of being hired.

**To apply, please send a letter of interest explaining how you meet the qualification requirements, and a resume to** [**erin@calgaryqueerartssociety.com**](mailto:operations@calgaryqueerartssociety.com)

**Deadline to apply: Nov. 18, 2020**