

QUICKDRAW
ANIMATION
SOCIETY.



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THE QUICKDRAW ANIMATION SOCIETY

Quickdraw is looking for a Summer Production Assistant DEADLINE June 4, 2021

This is an eight-week contract at 35 hours per week, starting on or around July 5, 2021. The hourly wage is \$16.50, and duties will take place at Quickdraw's studios in Sunalta, COVID regulations permitting.

The Quickdraw Animation Society is a Calgary-based charitable organization dedicated to promoting the art of animation. We do this through screenings, events, and production resources, and through our longstanding commitment to growing Calgary's animation community through education and training.

We're looking for someone who loves getting hands-on with animation gear and software to work as our summer production assistant. This role will assist our Production Director and Education Coordinator in the delivery of Quickdraw's courses, workshops and events over the summer, with a particular focus on supporting our online youth and teen day camps in July and August, and with preparing our production studios for use to prepare for our re-opening to the public.

Tasks in this role will involve physical maintenance of analog animation equipment, as well as updating software licenses, performing basic computer maintenance, moving and setting up camera equipment, and similar tasks. The assistant will also support the production director in their role of helping Quickdraw's member artists in creating their work. This will consist of preparing equipment for rental, performing inventory checks, and otherwise working with members to make sure they have the equipment they need and are informed in that equipment's use. This role may also involve some basic custodial work to keep our studios and classrooms clean and organized for use in our programs.

This is a full-time (35 hour/week) contract position, reporting to the Production Director, and pays \$16.50/hour for the eight-week contract.

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

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PEOPLE WHO
LOVE ANIMATION



- 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. A portfolio of your work is recommended, if available.

Please send your application including resume and cover letter before 5pm on Friday, June 4, 2021 to director@quickdrawanimation.ca with the subject line "QUICKDRAW ANIMATION Production Assistant 2021".

This position is funded through Canada Summer Jobs. All applicants must be between the ages of 15 and 30, and must be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment.

Quickdraw Animation Society welcomes applications from all qualified parties. If you have any questions about this position, please don't hesitate to contact us at the email address above.

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

